

GREENWICH TOWNSHIP BOARD OF EDUCATION
415 Swedesboro Road
Gibbstown, New Jersey 08027

NOTICE
REQUEST FOR PROPOSALS FOR ARCHITECT OF RECORD SERVICES

Notice is hereby given that the Greenwich Township Board of Education, County of Gloucester, State of New Jersey, is requesting proposals to provide Architect of Record services to the Greenwich Township School District for the 2022-2023 school year. Copies of the Request for Proposals are available in the Office of the School Business Administrator/Board Secretary, 415 Swedesboro Road, Gibbstown, NJ 08027.

Proposals must be submitted to Scott A. Campbell, School Business Administrator/Board Secretary, 415 Swedesboro Road, Gibbstown, NJ 08027 by Friday, April 1, 2022, no later than 12:00 PM. Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked on the outside of the envelope.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

The Board of Education reserves the right to accept or reject any and all proposals submitted in the best interest of the school district and the Board further reserves the right to waive any defect or informality in any proposal should it be in the best interest of the school district.

Proposals are required to comply with the requirements of P.L. 1975, c. 127(N.J.A.C. 17:27).

This Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose contractor(s) that best meet(s) the Board of Education's needs. It is the Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposals. The Board of Education intends to award this contract pursuant to N.J.S.A. 18A:18-5.a(1).

**REQUEST FOR PROPOSAL
TO PROVIDE ARCHITECT OF RECORD SERVICES**

The Greenwich Township Board of Education is a Gloucester County based, Pre-Kindergarten - 8 school district. It consists of one elementary school (86,400 square feet) and one middle school (57,024 square feet). The current enrollment is approximately 435 students with a current workforce of approximately 120 employees. Additional details may be found at: <http://www.gtsdk8.us>

SCOPE OF SERVICES:

1. Conduct an annual survey of all facilities for purposes of updating progress and status of the Long-Range Facility Plan, to include consultation with administrative and/or school board officials on current existing or newly presenting needs. To include at least one meeting to review the survey results, which will be preceded by a written report which shall be submitted at least ten days prior to the meeting. The Annual Inspection will include the Heating/Ventilating/AC Systems, Electrical Service, Roofing Systems, Structural Foundations and Exterior Walls (to be completed no later than September 30, 2022). A second walkthrough update inspection shall be conducted no later than January 31, 2023, and an update on changed conditions is to be provided.

Fee for all above services \$ _____

2. The Architect of Record shall agree to be available at all times for emergencies and assistance in resolving problems. Hourly rates for this service will be per Schedule in Item 7.
3. The Architect of Record shall provide qualified contractor bidders lists for repairs and maintenance when requested. It shall be understood and agreed that the Architect of Record shall review (when requested) the Board of Education specifications for bids and/or quotes as prepared by the Business Administrator or Certified Educational Facilities Manager, make suggestions on the scope of work and technical specifications, and/or assist in the evaluations for recommendation of award. An annual retainer fee shall apply for this resource and review service.

If a project scope requires architectural drawings, the work shall be provided at the rate structure in the proposal section Item 6. The Architect of Record shall also provide assistance in the scope of work specifications for other professional services (i.e. engineers, technicians, etc.)

Retainer fee for resource services \$ _____

4. Please submit a list of all school districts that you have helped with new construction within the past three years. Please label list as "New School Construction". When submitting, list as follows:

SCHOOL DISTRICT	PRIMARY CONTACT NAME & PHONE NO.
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5. Please submit a list of all school districts where you have assisted in upgrading or renovating the facilities in the past three years. Please label list as "Upgrades and Renovations". When submitting, list as follows:

SCHOOL DISTRICT PRIMARY CONTACT NAME & PHONE NO.

6. Project Rates: Architect agrees to provide services for the design plan, schematics, construction drawing, construction oversight and management, inspections, final inspections, and closeouts on projects that may be selected by the Board of Education. (The scope does not include major construction and renovations projects which would require bonded debt, in which case new RFP's would be solicited for a scope of that volume.) The project rate will include preparation phase of all documents for approval by the NJ Department of Education. Project services will include written specifications and drawings, project budget planning, recommendations of award for construction with budget framework, oversight of the contractor's compliance in documentation necessary to satisfy the NJ Schools Development Authority grant award standards, and project construction management from start up to closeout. Project rate fees to be all inclusive for the above listed services and also include overhead and direct administrative costs for copying, phone calls, faxing, mileage, printing, office staff labor, etc.

Project Rate % basis _____

Project Rate Flat Fee plus % basis _____

7. Hourly rates for services not included in Item 6 projects above:

	Hourly Rate	Name	# in the firm
Principal Architect			
Licensed Engineer			
Engineer			
Architect (IA)			
Field Supervisor/Inspector			
Project Manager			
Design Draftsman			
Technicians			
Office/Other Services			

8. The Greenwich Township Board of Education also encourages firms, if they choose, to offer alternative fee schedules to those proposed.

The successful firm(s) must provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposal.

Professional Liability

Malpractice – minimum of \$1,000,000 coverage.
\$1,000,000 Errors and Omissions per occurrence.

Workers Compensation and Employers' Liability

Statutory coverage for New Jersey;
\$100,000 Employer's Liability
Broad Form All-States Endorsement

General Liability

\$1,000,000 Errors and Omissions per occurrence. The Board of Education shall be named as an additional insured with respect to general liability.

Auto Liability

\$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

Prior to commencing work under contract, the successful firm(s) shall furnish the Board of Education with a certificate of insurance as evidence that it has procured the insurance coverage required herein and otherwise giving evidence that the insurance required herein has been procured. Firms must give the Board of Education sixty (60) day notice of cancellation, non-renewal or change insurance coverage.

Indemnification:

The selected firm(s) shall defend, indemnify and hold harmless the Board of Education, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the firm's negligent acts or omissions under this agreement.

Miscellaneous:

The Greenwich Township Board of Education will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements

of this Request for Proposals. Emphasis should be on completeness and clarity of content.

The contents of the proposal submitted by the successful firm(s) and this Request for Proposal may become part of the contract for these services. The successful firm(s) will be expected to sign said contract with the Greenwich Township Board of Education.

Proposals submitted shall be valid for sixty (60) days from the date of opening.

The Greenwich Township Board of Education reserves the right to reject any and all proposals received by reason of this Request for Proposal, or to negotiate separately in any manner necessary to serve the best interests of the school district.

Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation with the prior written consent of the Greenwich Township Board of Education.

The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein. **Despite any language contained herein to the contrary, this Request for Proposal does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose a contractor(s) that best meet(s) the Board of Education's need. It is the Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposal. The Board of Education intends to award this contract pursuant to N.J.S.A. 18A:18A-5.a(1).**

Proposal:

Nine (9) copies of the Proposal are to be submitted.

Each firm is required to submit the following additional information in its proposal:

1. A list of all current New Jersey Public School clients and length of service to each along with information on projects as stated in items # 4 and 5.
2. Background information on the employees to be assigned to the Board of Education.
3. Fee structure (as stated previously in item #6 and 7).
4. Affirmative Action Statement (see attached).

5. New Jersey Business Registration Certificate.
6. Non-Collusion Affidavit (see attached).
7. Statement of Ownership (see attached).
8. Chapter 271 Political Contribution Disclosure.
9. Disclosure of Investment Activities in Iran (see attached).
10. W-9 form.

Information beyond the minimum requirements may also be submitted.

Proposals that fail to provide all information requested may be rejected at the sole discretion of the Board of Education.

**ALL PROPOSALS TO BE SUBMITTED IN WRITING AND RECEIVED AT THE
BOARD OFFICE TO THE ATTENTION OF:**

**Greenwich Twp. Board of Education
c/o Scott A. Campbell
School Business Administrator/Board Secretary
415 Swedesboro Road
Gibbstown, NJ 08027**

Questions?

Phone #: (856) 224-4920 x2120

E-mail: scampbell@gtsdk8.us

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the Township and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program? ___Yes ___No
If yes, please submit a photo static copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Township as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? ___Yes ___No
If yes, please submit a photo static copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____
PRINT NAME: _____ TITLE: _____
DATE: _____

EXHIBIT A

P.L. 1995, c. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation and gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:37-5.2, or binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies in the area, including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA-302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Signature of Submitter

GREENWICH TOWNSHIP BOARD OF EDUCATION

C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name:		
Address:		
City:	State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount

☐ Check here if the information is continued on subsequent page(s)

Page_____of_____

[illegible]

NON-COLLUSION AFFIDAVIT

State of _____
County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)
_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of project)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that _____ relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I warrant that no requirement or commitment was made in reference to any persons, or elected official and that no undisclosed benefits of any kind were promised to anyone connected with the Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(Name of Contractor)

I further warrant and represent that I have never been convicted or acknowledge, nor admitted to any payment of kickbacks or unlawful gifts for which conduct _____ deems me disqualified from bidding.

I also understand that the above disqualification does not apply to any vendor who cooperates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

Subscribed and sworn to before me this day
_____ of _____, 20____

(Signature of Affiant)

(Print name of affiant under signature)

Notary public of
My Commission expires _____
(Seal)

STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.
(COMPLETE THE LIST BELOW IN THIS SECTION)

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the _____ is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with _____ to notify the _____ in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the _____ to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: Special Legal (Conflict) Counsel

Bidder/Offeror: Weiner Law Group LLP

PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

☐ **I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate, and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date _____

Bidder/Vendor: _____

Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Greenwich Township Board of Education is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Board to notify the Board in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Greenwich Township Board of Education and that the Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: r _____

Date: _____

Bidder/Vendor: _____



Proposal Form

To Perform Architect of Record Services

The undersigned agrees to provide architectural services to the Greenwich Township Board of Education in accordance with the Request for Proposal – Architect of Record Services and any amendments or clarifications and accepts the terms therefore as a binding contractual obligation if the following proposal is accepted.

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature_____

Printed Name and Title _____