

ACADEMY FOR URBAN LEADERSHIP CHARTER SCHOOL
PERTH AMBOY, NEW JERSEY 08861

REQUEST FOR PROPOSAL
(RFP)

Architectural Services

RFP 2017-02

JOHNNY ROSA
School Business Administrator/Board Secretary

Submission Date:
Friday, April 21, 2017
1:00 p.m.

Academy for Urban Leadership Charter School

Request for Proposal (RFP)

Architectural Services

RFP – 2017- 02

Instructions for Respondents

1. PROPOSALS ARE

TO BE SUBMITTED TO:

Johnny Rosa
School Business Administrator/Board Secretary
Academy for Urban Leadership Charter School
612 Amboy Avenue
Perth Amboy, New Jersey 08861

BY: **1:00 p.m.** PREVAILING TIME

ON: **Friday, April 21, 2017**

by mail, delivery service or in person. Proposals that are submitted are to be sealed.

- 2.** Proposals must be placed in a *sealed* envelope/package and marked as shown below on the front of the envelope/package. Proposals ***must be*** submitted in ***duplicate*** on the submittal forms as provided, and in the manner designated. The Board requires one original and one duplicate copy of the proposal package. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

Envelope Label Information:

District:	<u>AUL Charter School</u>
Proposal No.:	<u>RFP-2017-02</u>
Project:	<u>Architectural Services</u>
Date:	<u>Friday, April 21, 2017</u>
Time:	<u>1:00 p.m.</u>
Respondent:	<u><i>Name of Company</i></u>
	<u><i>Address</i></u>
	<u><i>City, State Zip</i></u>

Failure to properly label the proposal envelope may lead to the rejection of the proposal!

The Board of Education does not accept electronic (e-mail) submission of bids or proposals.



ACADEMY FOR URBAN LEADERSHIP
Charter School
612 Amboy Ave
Perth Amboy, NJ 08861
(848) 203-3742 - phone
(848) 203-3948 - fax

REQUESTS FOR PROPOSALS

ARCHITECTURAL SERVICES ***RFP-2017-02***

NOTICE OF SOLICITATION

Notice is hereby given that pursuant to the provisions of N.J.S.A. 18A:18A-5(a)(1) and N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Academy for Urban Leadership (AUL) Charter School at 612 Amboy Avenue, Perth Amboy, New Jersey 08861 is seeking RFP's for architectural services to be provided to the Board of Trustees as listed below for the period of time necessary to finish the project and will be awarded as a Professional Service.

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 612 Amboy Ave, Perth Amboy, NJ 08861 and may also be downloaded from AUL's website at www.aulcs.org.

All RFP's must be received by the Board Secretary/Business Administrator no later than Friday, April 21, 2017 at 1:00 p.m. at the Business Office located at Academy for Urban Leadership Charter School at 612 Amboy Avenue, Perth Amboy, New Jersey 08861. All questions concerning this notice should be addressed to Johnny Rosa, Board Secretary at 848-203-3742.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for professional service contracts shall include at a minimum the following information/documentation.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required by the Board of Trustees and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Trustees of AUL.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.

2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Trustees of AUL.
3. Professional Liability Insurance: The professional is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the professional, professionals employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to each injury or aggregate. The school district shall be listed as additional insured on the policy.
4. New Jersey Business Registration Certificate
5. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)
6. Copy of proposed contract.

BOARD OF TRUSTEES ARCHITECTURAL FIRM

Scope of Services:

The Academy for Urban Leadership Board of Trustees are seeking Architectural services for an educational facility for students and related support spaces typical of a 7th and 8th grade space including, but not limited to, classrooms, nursing space with sink, office spaces and restroom facilities renovations as required by the guidelines and regulations of Educational Facilities. Furthermore, to develop design documents for bidding for renovation. The services to be provided would include:

1. Oversight and inspections during construction and approval of the completed project for acceptance.
2. Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Participation in Board of Adjusters approvals, and similar approval and permitting processes.
4. Plans and documents to be used in the bidding for construction of the project.
5. Participation in the review of bids and selection of Construction Company.
6. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for construction by a general contractor (Plans and documents to be used for construction of the project).
7. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
8. Assistance, where necessary, with the government approval process (i.e., permits).
9. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
10. This project is expected to be completed by July 15, 2017.

Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required to complete this project. Any experience or knowledge of matters that directly affect the Board of Trustees should be addressed.

Minimum Qualifications:

1. Must be certified to provide architectural services in the State of New Jersey.
2. Must have a minimum of ten (10) years of experience in providing consulting services to boards of education.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a demonstrated track record of working with a staff of New Jersey licensed or certified professionals sufficient to service the Board of Trustees including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Trustees so as to be able to respond to emergent matters promptly.
6. Must have project managers with at least ten (10) years of school board experience.
7. Must list past and present school boards served as architect.
8. Must provide hourly billing rates for employees possibly assigned to AUL.
9. Experience with preparation of grant applications is preferred.

EVALUATION OF PROPOSALS

The School District intends to award a professional services contract for Architect pursuant to N.J.S.A. 18A:18-5(a)(1) and under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by an administrative team who will recommend appointment to the Board of Trustees based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates and/or fee proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.
- Interviews that may be conducted by the board or committee of the architectural firm.

Termination

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

SUBMISSION

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the solicitor and firm.

Please submit two (2) copies of the proposal to:

**Academy for Urban Leadership
612 Amboy Ave
Perth Amboy, NJ 08861
ATTN: Johnny Rosa**

All Submissions must be received at the School District's Business Office by 1:00 PM on Friday, April 21, 2017 at which time they will be publicly opened. Any questions regarding this Request for Proposals should be directed to Johnny Rosa at 848-203-3742.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity shall include, but not limited to the following: employment, up grading, 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 nondiscrimination 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 or 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 make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or

Good faith efforts to meet targeted 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

including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, 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 targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, 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 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 AA302 (electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

The failure to submit such appropriate evidence will result in rescission of the contract.

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

Yes No

If YES, a copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

Yes No

If YES, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Trustees within seven (7) days of the notice of the intent to award the contract or signing of the contract.

I hereby certify that the above information is correct to the best of my knowledge.

(Name of Contractor)

(Signature)

(Title)

(Date)

AFFIRMATIVE ACTION AFFIDAVIT

(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY COUNTY OF _____

I, _____ of the (City, Town, Borough) of _____ in the County of _____, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

- 1. I am _____ of the firm _____ a contractor making a proposal upon the above named service.
- 2. _____ does not have 50 or more employees inclusive of all officers and employees of every type.
- 3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
- 4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
- 5. I am aware that if _____ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____, until an affirmative action plan is approved. I am also aware that the contract may be terminated and _____ may be barred from all public contracts, for a period of up to five (5) years.
- 6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

Signature of Authorized Representative

Name and Title
Subscribed and sworn to
Before me this _____ day of _____, 20_____

(Seal) Notary Public of New Jersey
My Commission expires _____, 20_____

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

STATE OF _____)

SS:

COUNTY OF _____)

In accordance with the request for proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owing 10% or greater interest in that partnership is also listed.

I.

Name of Corporation/
Partnership

Address

Name of Corporation/
Partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

II.

Name of Corporation
Partnership who holds 10% or
more interest in the bidding
corporation/partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

Name of Firm

By: _____
Name

Official Title

Sworn before me this _____
day of _____, 20__.

Notary Public of _____
My Commission expires __/__/__.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____)

ss:

COUNTY OF _____)

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

I am _____ of the firm of _____, the firm responding to the request for proposals. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the _____ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

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.

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

Notary Public of _____
My Commission expires ___/___/20__.

**CONTACT INFORMATION
PUBLIC SCHOOL CLIENT LIST**

1. School District: _____

Grade Organization _____ Regional? Yes No

Contact Name and Title: _____

Telephone Number: _____

2. School District: _____

Grade Organization _____ Regional? Yes No

Contact Name and Title: _____

Telephone Number: _____

3. School District: _____

Grade Organization _____ Regional? Yes No

Contact Name and Title: _____

Telephone Number: _____

4. School District: _____

Grade Organization _____ Regional? Yes No

Contact Name and Title: _____

Telephone Number: _____

5. School District: _____

Grade Organization _____ Regional? Yes No

Contact Name and Title: _____

Telephone Number: _____

**ACADEMY FOR URBAN LEADERSHIP CHARTER SCHOOL
REQUEST FOR PROPOSAL**

ARCHITECTURAL SERVICES

FEE STRUCTURE

Please provide the hourly rate for professional services:

Other (specify): _____

Please provide the hourly rate for support services:

Name of Firm: _____

Authorized Representative: _____

Print Name

Signature

Date: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnslfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

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
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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)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

Page ___ of _____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Middlesex

State: Governor, and Legislative Leadership Committees

Legislative District #s: 13, 14, 17, 18, 19, 22

State Senator and two members of the General Assembly per district.

County:

Freeholders	County Clerk	Sheriff	Surrogate
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Municipalities (Mayor and members of governing body, regardless of title):

Carteret Borough	Middlesex Borough	Sayreville Borough
Cranbury Township	Milltown Borough	South Amboy City
Dunellen Borough	Monroe Township	South Brunswick Township
East Brunswick Township	New Brunswick City	South Plainfield Borough
Edison Township	North Brunswick Township	South River Borough
Helmetta Borough	Old Bridge Township	Spotswood Borough
Highland Park Borough	Perth Amboy City	Woodbridge Township
Jamesburg Borough	Piscataway Township	
Metuchen Borough	Plainsboro Township	

Boards of Education (Members of the Board):

Carteret Borough	Metuchen Borough	Sayreville Borough
Cranbury Township	Middlesex Borough	South Amboy City
Dunellen Borough	Milltown Borough	South Brunswick Township
East Brunswick Township	Monroe Township	South Plainfield Borough
Edison Township	North Brunswick Township	South River Borough
Helmetta Borough	Old Bridge Township	Spotswood Borough
Highland Park Borough	Perth Amboy City	West Windsor-Plainsboro Regional
Jamesburg Borough	Piscataway Township	Woodbridge Township

Fire Districts (Board of Fire Commissioners):

East Brunswick Township Fire District No. 1	South Brunswick Township Fire District No. 1
East Brunswick Township Fire District No. 2	South Brunswick Township Fire District No. 2
East Brunswick Township Fire District No. 3	South Brunswick Township Fire District No. 3
Jamesburg Borough Fire District No. 1	Woodbridge Township Fire District No. 1
Monroe Township Fire District No. 1	Woodbridge Township Fire District No. 2
Monroe Township Fire District No. 2	Woodbridge Township Fire District No. 4
Monroe Township Fire District No. 3	Woodbridge Township Fire District No. 5
Old Bridge Township Fire District No. 1	Woodbridge Township Fire District No. 7
Old Bridge Township Fire District No. 2	Woodbridge Township Fire District No. 8
Old Bridge Township Fire District No. 3	Woodbridge Township Fire District No. 9
Old Bridge Township Fire District No. 4	Woodbridge Township Fire District No. 10
Piscataway Township Fire District No. 1	Woodbridge Township Fire District No. 11
Piscataway Township Fire District No. 2	Woodbridge Township Fire District No. 12
Piscataway Township Fire District No. 3	
Piscataway Township Fire District No. 4	
Plainsboro Township Fire District No. 1	

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this ____ day of _____, 20 __.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

To be completed, signed below & returned with proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN											
Quote Number: <input style="width: 90%;" type="text"/>	Bidder/Offeror: <input style="width: 90%;" type="text"/>										
<p>PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.</p> <p>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</p> <p>PLEASE CHECK THE APPROPRIATE BOX:</p> <p><input type="checkbox"/> I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is <u>listed</u> 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.</p> <p>OR</p> <p><input type="checkbox"/> I am unable to certify as above because the bidder 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. <u>Failure to provide such will result in the proposal being rendered as non-responsive</u> and appropriate penalties, fines and/or sanctions will be assessed as provided by law.</p>											
<p>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.</p> <p>EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name <input style="width: 90%;" type="text"/></td> <td style="width: 50%; padding: 5px;">Relationship to Bidder/Offeror <input style="width: 90%;" type="text"/></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Description of Activities <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td colspan="2" style="padding: 5px;"><input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Duration of Engagement <input style="width: 40%;" type="text"/></td> <td style="padding: 5px;">Anticipated Cessation Date <input style="width: 40%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Bidder/Offeror Contact Name <input style="width: 40%;" type="text"/></td> <td style="padding: 5px;">Contact Phone Number <input style="width: 40%;" type="text"/></td> </tr> </table>		Name <input style="width: 90%;" type="text"/>	Relationship to Bidder/Offeror <input style="width: 90%;" type="text"/>	Description of Activities <input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		Duration of Engagement <input style="width: 40%;" type="text"/>	Anticipated Cessation Date <input style="width: 40%;" type="text"/>	Bidder/Offeror Contact Name <input style="width: 40%;" type="text"/>	Contact Phone Number <input style="width: 40%;" type="text"/>
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<p><small>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; that the State of New Jersey 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 the State to notify the State 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.</small></p>											
Full Name (Print): <input style="width: 90%;" type="text"/>	Signature: <input style="width: 90%;" type="text"/>										
Do Not Enter PIN as a Signature											
Title: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>										