WATERFORD TOWNSHIP BOARD OF EDUCATION
Business Office
1106 OLD WHITE HORSE PIKE
WATERFORD, N.J. 08089

REQUEST FOR PROPOSAL
(RFP)

SOLICITOR
RFP 20-01

Submission Date:
Tuesday April 30, 2019
4:00 P.M.
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ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Waterford Township Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et.seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Waterford Township Board of Education or anyone proposing to do business with the Waterford Township School District.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Waterford Township School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Waterford Township School District or to any member of the official’s or employee’s immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Waterford Township School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of the Waterford Township Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Waterford Township Board of Education.

Daniel J. Fox
School Business Administrator
TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases
The Waterford Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with authorized signatures and a Purchase Order Number.

Unauthorized Purchases
Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility
- **Do NOT Honor Requests!**
  Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with authorized signatures and a purchase order number.
- **Contact the Business Office!**
  Please alert Daniel J. Fox at 856-768-1473 ext 3012 if any Board employee attempts to place an order without an authorized purchase order.
- **You will NOT Get Paid!**
  The Waterford Township Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures
The Waterford Township Board of Education will only recognize purchase orders signed by:

Daniel J. Fox
School Business Administrator
<table>
<thead>
<tr>
<th>A.</th>
<th>Atco Elementary School</th>
<th>B.</th>
<th>Thomas Richards School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2162 Cooper Road Atco, N.J. 08004</td>
<td></td>
<td>934 Lincoln Avenue Atco, N.J. 08004</td>
</tr>
<tr>
<td></td>
<td>856-767-4200</td>
<td></td>
<td>856-767-2421</td>
</tr>
<tr>
<td>B.</td>
<td>Waterford Elementary School</td>
<td>D.</td>
<td></td>
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<tr>
<td></td>
<td>1106 Old White Horse Pike Waterford, N.J. 08089</td>
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</table>
WATERFORD TOWNSHIP BOARD OF EDUCATION
Business Office
Waterford, New Jersey

REQUEST FOR PROPOSAL

SOLICITOR

RFP 20-01

A. PURPOSE
The Waterford Township School District is requesting proposals from Solicitors with an office in the Waterford Township, NJ area for services to begin on or about July 1, 2019.

B. SCOPE OF SERVICE

1. Serves as legal representative of the board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the board.

2. Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the board, and prepares correspondence that may be necessary or as may be requested by the board.

3. Provides periodic updates on administrative practice and board policy, including the review of important commissioner and court decisions and attorney general's opinions.


5. Performs other duties consistent with competence in the field of law as the board or superintendent may require.

6. The selected attorney will be expected to provide specialized professional services to the Board. Because such services, at times, represent emergency situations, the attorney will be expected to return phone calls to the Board on the same day. The attorney will be expected to be available during non-business hours, including attendance at evening meetings if requested.

C. QUALIFICATION OF RESPONDENTS

1. Attorney’s firm shall have at least five years experience in representing public entities.

2. One attorney shall be designated to represent the interests of the Board.
3. This individual shall have been admitted and/or licensed in his/her profession in New Jersey and be in good standing.

4. The firm and assigned attorney shall be well versed in all aspects of school law and school district operations.

D. CONTRACT PERIOD

The term of contract for Solicitor shall be from July 1, 2019 through June 30, 2020.

E. COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office of

Daniel J. Fox
Business Administrator

856-768-1473 ext 3012 / dfox@wtsd.org

G. PRESENTATION PACKAGE

The Waterford Township School District seeks from all participating respondents’ information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

Eleven (11) copies of the proposal should be submitted no later than 4:00 p.m. Tuesday, April 30, 2019 to:

Daniel J. Fox
Waterford Township School District
1106 Old White Horse Pike
Waterford, N.J. 08089

An elaborate proposal is not required, nor desired. The proposal should be simple and straightforward. Late proposals will not be accepted. The proposal must include a table of contents with page numbers and use the following section headings. The proposal should be no longer than 10 pages and be in 12 point font with one inch margins (not including resumes and table of contents).

All respondents shall prepare a presentation package to be submitted with the RFP.

The Presentation Package shall include at a minimum the following:

I. Technical Criteria
   A. Description of Services
Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. (Success stories only). Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

II. Management Criteria

A. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

B. Qualifications; Relevant Experience

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications to public/private school districts.
- Three (3) letters of recommendation from public/private school districts in New Jersey;
- Copies of all professional or educational licenses that are required to perform the services as listed in the specifications;
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years; and
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process.

III. Cost Criteria

A. Fee Proposal

The proposal should include a schedule of potential fees charged to the district.

B. Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

- **Expenses: Related to Contract; Incidental**
  All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

- **Expenses Not Related to the Contract; District Procedures**
  There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to
the contract are not to be provided by the respondent. The district will procure these services separately.

- **Extraordinary Expenses**
  Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

**H. EVALUATION PROCESS**

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Value Points</th>
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<tbody>
<tr>
<td>I. Technical Criteria</td>
<td></td>
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<tr>
<td>A. Description of Services</td>
<td>25</td>
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<tr>
<td>II. Management Criteria</td>
<td></td>
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<tr>
<td>A. Business Organization</td>
<td>10</td>
</tr>
<tr>
<td>B. Qualifications; Relevant Experience</td>
<td>35</td>
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<tr>
<td>III.* Cost Criteria</td>
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<tr>
<td>A. Fee Proposal</td>
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</table>

**I. EVALUATION COMMITTEE**

The full board has been selected to evaluate proposals that have been submitted. Board members are familiar with the need for services to be performed in the request for proposal. Board members will be identified in the final report submitted to the board and also in the award of contract resolution.

In accordance with the Office of State Comptroller’s publication

**Best Practices for Awarding Services Contracts**

Section 4 – (The Need for an Evaluation Committee), it has been determined that the evaluators:

- “. . . are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted.”
- “. . . have the relevant experience necessary to evaluate the proposal;” and
- “. . . are familiar with the need for the services to be performed in the request for proposals.”
Daniel J. Fox, Business Administrator, Board Secretary, School Business Administrator will review and evaluate all proposals as they pertain to the procurement process.

J. **AWARD OF CONTRACT**
   It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

WATERFORD TOWNSHIP BOARD OF EDUCATION
   Business Office
REQUEST FOR PROPOSAL

EVALUATION CRITERIA EVALUATION FORM

Daniel J. Fox
School Business Administrator
WATERFORD TOWNSHIP BOARD OF EDUCATION
Business Office
1106 Old White Horse Pike
Waterford, N.J. 08089

RFP #20-01

Date: Tuesday, April 30, 2019

Solicitor

Name of Respondent __________________

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<tr>
<th>Category</th>
<th>Value Points</th>
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<tbody>
<tr>
<td>I. Technical Criteria</td>
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<td>A. Description of Services</td>
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<td>II. Management Criteria</td>
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<td>A. Business Organization</td>
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<tr>
<td>B. Qualifications; Relevant Experience</td>
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<tr>
<td>III.* Cost Criteria -- (Completed by Business Office)</td>
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</table>

TOTAL SCORE __________________

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Reviewer: ________________________________

Points: ________________________________
GENERAL SPECIFICATIONS

A. **AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED**

   No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

B. **DOCUMENTS, MISSING/ILLEGIBLE**

   The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact the School Business Administrator at dfox@wtsd.org for duplicate copies of the forms. This must be done before the proposal submission. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

C. **DOCUMENT SIGNATURES – ORIGINAL; BLUE INK**

   All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the bid package may be cause for disqualification and for the bid to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

D. **FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)**

   A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for $25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds $2,500.00, but is less than $25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for $2,500.00 or less, the offender is guilty of a crime of the fourth degree.

E. **RIGHT TO KNOW LAW**

   All potentially hazardous materials or substances must be properly labeled in full accordance with the New Jersey Right to Know Law - N.J.S.A. 34:5A-1 et seq. All contractors or vendors who need additional information about the New Jersey Right to Know Law are to contact the:

   New Jersey Department of Health
   Right to Know Program
   CN 368
   Trenton, New Jersey 08625-0368

F. **SUBCONTRACTING-ASSIGNMENT OF CONTRACT**

   Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the School Business Administrator.
G. **TERMINATION OF CONTRACT**

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor’s breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

H. **WITHDRAWAL OF PROPOSALS**

**Before the Proposal Due Date**

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the proposal due date. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn cannot re-submit a proposal for the same project.

**After the Proposal Due Date**

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the School Business Administrator, the interested administrators; and/or the Board Attorney and a recommendation will be made to the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.
APPENDICES AND REQUIRED SUBMISSIONS

A. ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and must be received at least ten (10) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

A. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent 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:

i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or

ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or

iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C.17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

“If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq."

B. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package, or prior to the award of contract, will be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of
Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

C. CONTRACTS

Upon notification of award of contract by the Waterford Township Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education. The respondent must submit two (2) copies of a suggested contract which is not bound with the remainder of the proposal.

The successful respondent shall sign and execute said contract and return it together with documents required by the district.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Daniel J. Fox
School Business Administrator
Waterford Township Board of Education
1106 Old White Horse Pike
Waterford, N.J. 08089


All providers for the services of this contract shall provide to the school district, prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker.

Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract.

If it is discovered during the course of the contract that an employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed from the as a service provider immediately.

E. DEBARMENT, SUSPENSION, OR DISQUALIFICATION

The Waterford Township Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred).

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List—Excluded Parties List System—System for Award Management—SAM.gov
F. **DISCLOSURE of ACTIVITIES IN IRAN Form N.J.S.A. 18A18A-49.4**

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](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders must review this list prior to completing the below certification. 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.

In addition, bidders 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 on the lower portion of the enclosed form. **Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid shall be cause for rejection of the bid.**

G. **INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED**

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

- $1,000,000 Each Incident; Occurrence; Wrongful Act
- $3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

The Waterford Township Board of Education
Business Office
1106 Old White Horse Pike
Waterford, N.J. 08089

and remain in full force during the term of contract.

H. **NON COLLUSION AFFIDAVIT**

The responder must certify that they have not colluded with any other bidder.
## FORMS

### APPENDICES CHECKLIST

<table>
<thead>
<tr>
<th>Required</th>
<th>Included</th>
<th>Description</th>
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<tr>
<td>X</td>
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<td>Appendices Checklist</td>
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<tr>
<td>X</td>
<td></td>
<td>Proposal Form</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Acknowledgement of Addenda</td>
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<tr>
<td>X</td>
<td></td>
<td>Affirmative Action Questionnaire/Evidence</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Business Registration Certificate</td>
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<tr>
<td>X</td>
<td></td>
<td>Contract</td>
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<td>Criminal History Background Check</td>
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<td>X</td>
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<td>Disclosure of Activities in Iran</td>
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<td>X</td>
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<td>Insurance Certificate</td>
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<td>X</td>
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<td>Non Collusion Affidavit</td>
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<tr>
<td>X</td>
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<td>Stockholders’ Disclosure/Ownership Declaration</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Vendor Questionnaire and Certification</td>
</tr>
</tbody>
</table>
The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name______________________________
Address ______________________________ P.O. Box _____________
City, State, Zip Code __________________________
Federal Tax ID Number ________________________________
Phone Number ( ) ___________________________ Extension ________________
Fax No. ( ) _________________________________ E-Mail __________________________
Authorized Agent __________________________ Title __________________________

Agent’s Signature ______________________________________________________________________________ Date ____________

All proposals must be received no later than Tuesday, April 30, 2019, 4:00 p.m. All proposals are to be sent to:

Daniel J. Fox
School Business Administrator
1106 Old White Horse Pike
Waterford, N.J. 08089
To be completed, signed below & returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

RFP #20-01  Proposal Date: **Tuesday, April 30, 2019**

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

<table>
<thead>
<tr>
<th>ADDENDA NO.</th>
<th>ISSUING DATES</th>
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</tbody>
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☐ No Addenda Received

Name of Company _______________________________________________________

Address_______________________________________________________________ P.O. Box ___________

City, State, Zip Code ___________________________________________________

Name of Authorized Representative _______________________________________

**Signature** ___________________________ Date ________________________

RFP Solicitor 2019/2020
AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.  □ Yes □ No
   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report  □ Yes □ No
   If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered “NO” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: [www.state.nj.us/treasury/contract compliance/](http://www.state.nj.us/treasury/contract compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

  Department of Treasury
  Division of Public Contracts/EEO Compliance
  P.O. Box 209
  Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

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

Name: __________________________________________________________________
Signature ________________________________________________________________
Title ___________________________________________ Date _____________________

Name of Company__________________________________________________________
Address _________________________________________________________________
City, State, Zip __________________________________________________________________
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE 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 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 his 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and 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 at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office 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.

(REVISI 4/10)
**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program  

**EMPLOYEE INFORMATION REPORT**

Important: Read Instructions Carefully Before Completing Form. Failure to Properly Complete the Entire Form and to Submit the Required $150.00 Fee May Delay Issuance of Your Certificate. Do Not Submit EEO-1 Report for Section B, Item 11. For Instructions on Completing the Form, go to http://www.state.nj.us/dep/contract_compliance/eeoa302.html.

### SECTION A - COMPANY IDENTIFICATION

1. **FED. NO OR SOCIAL SECURITY**
2. **TYPE OF BUSINESS**
   - MFG
   - SERVICE
   - WHOLESALE

3. **TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY**

4. **COMPANY NAME**

5. **STREET**
   - CITY
   - COUNTY
   - STATE
   - ZIP CODE

6. **NAME OF PARENT OR AFFILIATED COMPANY (IF N/A, INDICATE)**
   - CITY
   - STATE
   - ZIP CODE

7. **CHECK ONE: IS THE COMPANY?**
   - SINGLE-ESTABLISHMENT EMPLOYER
   - MULTI-ESTABLISHMENT EMPLOYER

8. **IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ**

9. **TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT**

10. **PUBLIC AGENCY AWARDING CONTRACT**
   - CITY
   - COUNTY
   - STATE
   - ZIP CODE

Official Use Only  
DATE RECEIVED

DATE NAVALIZED

ASSIGNED CERTIFICATION NUMBER

### SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary, and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures in each column and in all columns where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/Hispanic/Asian categories. DO NOT SUBMIT AN EEO-1 REPORT.

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>ALL EMPLOYEES</th>
<th>PERMANENT MALE</th>
<th>PERMANENT FEMALE</th>
<th>TOTAL MALE</th>
<th>TOTAL FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COL. 1</td>
<td>COL. 2</td>
<td>COL. 1</td>
<td>COL. 2</td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td>TOTAL (Cols 2 &amp; 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Officials/Managers**
- **Professionals**
- **Technicians**
- **Sales Workers**
- **Office & Clerical**
- **Craftworkers**
- **Operatives**
- **Laborers**
- **Service Workers**
- **TOTAL**

12. **HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?**
   - 1. Visual Survey
   - 2. Employment Record
   - 3. Other (Specify)

13. **DATES OF PAYROLL PERIOD USED**
   - FROM: ____________________
   - TO: ____________________

14. **IS THIS THE FIRST Employee Information Report Submitted?**
   - 1. YES
   - 2. NO

15. **IF NO, DATE LAST REPORT SUBMITTED**
   - MO __ DAY __ YEAR

### SECTION C - SIGNATURE AND IDENTIFICATION

16. **NAME OF PERSON COMPLETING FORM (Print or Type)**

17. **ADDRESS NO & STREET**
   - CITY
   - COUNTY
   - STATE
   - ZIP CODE
   - PHONE (Area Code, No. Extension)
INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL
INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED $150.00 NON-
REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF
EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE
THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned
by the Internal Revenue Service, or if a Federal Employer
Identification Number has been applied for, or if your
business is such that you have not or will not receive a
Federal Employer Identification Number, enter the Social
Security Number of the owner or of one partner, in the case of
a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF
BUSINESS. If you are engaged in more than one type of
business check the predominate one. If you are a
manufacturer deriving more than 50% of your receipts from
your own retail outlets, check “Retail”.

ITEM 3 - Enter the total “number” of employees in the entire
company, including part-time employees. This number shall
include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified.
If there is more than one company name, enter the
predominate one.

ITEM 5 - Enter the physical location of the company. Include
City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company
including the City, County, State and Zip Code. If there is
none, so indicate by entering “None” or N/A.

ITEM 7 - Check the box appropriate to your type of company
establishment. “Single-establishment Employer” shall include
an employer whose business is conducted at only one
physical location. “Multi-establishment Employer” shall
include an employer whose business is conducted at more
than one location.

ITEM 8 - If “Multi-establishment” was entered in Item 8,
enter the number of establishments within the State of New
Jersey.

ITEM 9 - Enter the total number of employees at the
establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the
contract. Include City, County, State and Zip Code. This is
not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all
columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED
THE CONTRACT. DO NOT list the same employee in more
than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of
the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or
Central or South American or other Spanish culture or origin,
regardless of race.
American Indian or Alaskan Native: Persons having origins in any of
the original peoples of North America, who maintain cultural identification through tribal affiliation or
community recognition.
Asian or Pacific Islander: Persons having origin in any of
the original peoples of the Far East, Southeast Asia, the
Indian Sub-continent or the Pacific Islands. This area includes
for example, China, Japan, Korea, the Philippine
Islands and Samoa.
Non-Minority: Any Persons not identified in any of the
aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic
group information was not obtained by 1 or 2, specify
what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to
prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information
Report has been submitted for this company, check block
“Yes”.

ITEM 15 - If the answer to Item 15 is “No”, enter the date
when the last Employee Information Report was submitted
by this company.

ITEM 16 - Print or type the name of the person completing
the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being
completed. Include City, State, Zip Code and Phone
Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE
VENDOR’S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDING THE
CONTRACT IF THIS IS YOUR FIRST REPORT. AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF $150.00
PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-
REFUNDABLE) TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

RFP Solicitor 2019/2020

Page 23
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: ____________________ Bidder/Offeror: ____________________

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

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 THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, 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 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 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. 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 box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____________________________________ Relationship to Bidder/Offeror ____________________________

Description of Activities
_____________________________________________________________________________
_____________________________________________________________________________

Duration of Engagement __________________ Anticipated Cessation Date __________________

Bidder/Offeror 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 above-referenced person or entity. I acknowledge that the State of New Jersey 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 any contracts with the State to notify the State 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 State of New Jersey and the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):___________________________________ Signature __________________________________________

Title: _____________________________________________ Date: __________________

Name of Company: _________________________________ City/State/Zip: ____________________________

DDP Standard Forms Packet (11/2013)
To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

Solicitor

Re: Proposal for the Waterford Township Board of Education.

STATE OF __________________)            Date: Tuesday, April 30, 2019
COUNTY OF __________________)

I, __________________________ of the City of __________________________
in the County of ____________________ and the State of ____________________
of full age, being duly sworn according to law on my oath depose and say that:

I am _______________________________________________________________
of
the firm of __________________________________________________________
and the bidder making the Proposal for the above names contract, and that I executed the said Proposal with full
authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any
collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any
action in restraint of free, competitive bidding in connection with the above named bid, and that all
statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the Board of Education of the Township of Washington 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 bid.

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 of bona fide established commercial or selling agencies
maintained by

______________________________________________________________
(Print Name of Contractor/Vendor)

Subscribed and sworn to: ______________________________________
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this ______ day of __________________, __________.
Month Year

NOTARY PUBLIC SIGNATURE __________________________
(Print Name of Notary Public)

My commission expires ____________________________, __________. – Seal
Month Day Year

RFP Solicitor 2019/2020
**STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP**

**Solicitor**

Re: Proposal for the Waterford Township Board of Education.

**RFP #20-01**

Proposal Date: **Tuesday, April 30, 2019**

Please check one type of Ownership, complete the form, and execute where provided.

<table>
<thead>
<tr>
<th>Corporation--</th>
<th>Limited Partnership--</th>
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</thead>
<tbody>
<tr>
<td>Partnership--</td>
<td>Limited Liability Corp.--</td>
</tr>
<tr>
<td>Sole Proprietorship--</td>
<td>Limited Liability Partnership--</td>
</tr>
<tr>
<td>Sub Chapter S Corp.--</td>
<td>Other--</td>
</tr>
</tbody>
</table>

No corporation “or partnership” shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be.” If one or more such stockholder “or partner” is itself a corporation “or partnership”, the stockholder holding 10% or more of that corporation “or partnership” the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

**IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID.** In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company __________________________________________________________

Address ___________________________________________________________________

City, State, Zip ____________________________________________________________

**List of Owners with Ten Percent (10%) or More Interest**

<table>
<thead>
<tr>
<th>Owner's Name</th>
<th>Home Address</th>
<th>Title/Office Held</th>
<th>Percent (%) of Partnership Shares Owned</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**NOTE:** If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature ___________________________ Date __________

(form continued on next page) ➤➤➤
To be completed, signed below & returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, ____________________________________________, is organized

___________________________________________________________________

___________________________________________________________________

Names of Principals

Title

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Use additional paper if needed. Check here □ if additional sheets are attached.

Name of Company______________________________________________

Address________________________________________________________

City, State, Zip__________________________________________________

Authorized Agent_________________________ Title __________________

______________________________________________________________

SIGNATURE OF AUTHORIZED AGENT
To be completed, signed below & returned with proposal.

VENDOR/QUESTIONNAIRE AND CERTIFICATION

Solicitor
RFP 20-01

Name of Company _____________________________________________________________
Street Address _____________________________________________________________ PO Box ________________
City, State, Zip ______________________________________________________________ 
Business Phone Number (___) ___________________________ Ext. ___________________
Emergency Phone Number (___) ________________________________________________
FAX No. (___) __________________________ E-Mail __________________________________
FEIN No. _____________________________
Years in Business ____________ Number of Employees _________________

References – Work previously done for School Systems in New Jersey

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Address</th>
<th>Contact Person/Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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</tbody>
</table>

Vendor Certification

Direct/Indirect Interests
I declare and certify that no member of the Waterford Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation
I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Waterford Township Board of Education.

Vendor Contributions
I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a)(1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Waterford Township Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent ___________________________________ SIGNATURE