

**Willingboro Board of Education  
Business Office  
440 Beverly Rancocas Rd  
Willingboro, NJ 08046**

# **RE-BID SPECIFICATIONS**

## **Public School Security Guard Services**

**Saturday, August 4, 2018**

Opening Date

**9:00 AM**

Opening Time

**Mr. Kelvin L. Smith CPA, MBA**  
Business Administrator  
Board Secretary  
Purchasing Agent

WILLINGBORO BOARD OF EDUCATION  
BIDS

The Board of Education of Willingboro, New Jersey, solicits BIDs for the School Year **2018-2019**:

**BID No. 2019-SEC-2**

**Title: PUBLIC SCHOOLS SECURITY GUARD SERVICE**

All necessary BID specifications and BID forms may be secured upon written request to:

Kelvin L. Smith CPA, MBA  
School Business Administrator, Board Secretary  
Willingboro Board of Education  
440 Beverly Rancocas Road  
Willingboro, NJ 08046  
Fax 609-835-4263  
E mail: ksmith@wboe.net

BIDs must be sealed and delivered to the Business Office, Office of the School Business Administrator, Willingboro Board of Education, **on or before** date and time indicated below. The envelope is to bear the following information:

Title: **PUBLIC SCHOOL SECURITY GUARD SERVICES**

Name and Address of the Respondent: \_\_\_\_\_

Date: **August 4, 2018**

Time: **9:00 AM**

The BID opening process will begin on the above date and time in the Office of the School Business Administrator located in the Administration Building located at 440 Beverly-Rancocas Rd, Willingboro, New Jersey. BIDs may also be submitted to the School Business Administrator or his designee at the BID opening meeting, in the Board Meeting Room, prior to the advertised date and time. On the advertised date and time, the School Business Administrator shall receive and open all BIDs. **No BIDs shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of BIDs.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27-1 etseq.

Corporate respondents are required by law (N.J.S.A. 52:25.24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the BID. The BID package will also include other documents that must be completed and returned with the BID. Failure to comply complete and submit all required forms, may be cause for disqualification and rejection of the BID.

The Board of Education reserves the right to reject any or all BIDs pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

All BIDs solicited and received are done so pursuant to N.J.S.A. 18A:18A-4.1 et seq.

Kelvin L. Smith CPA, MBA  
School Business Administrator

Willingboro Board of Education  
Business Office  
440 Beverly-Rancocas Rd.  
Willingboro, NJ 08046

**BID**

# **TECHNICAL SPECIFICATIONS**

Kelvin L. Smith CPA, MBA  
School Business Administrator

**Willingboro BOARD OF EDUCATION**  
**Business Office**  
440 Beverly-Rancocas Road  
Willingboro, NJ 08046

*BID*

**SCHOOLS SECURITY GUARDS**

**Purpose of BID:**

The Willingboro Board of Education seeks qualified Security Contractors to work with the various Public Schools in Willingboro. The purpose of the Public School Security Program is to provide a safe and secure environment for the students and staff members.

**Background of the School District:**

The Willingboro Public Schools consists of 7 schools within the District which consists of Grades Pre-K through 12<sup>th</sup>, and also the warehouse, and central administration buildings.

**Summary of General Public School Eligibility Requirements**

- Public School must be registered with the New Jersey Department of Education and have completed a current Public Enrollment Report.
- Students must be grades Pre-Kindergarten thru Twelfth and meet the age requirement of the District.
- Students must be enrolled full-time in the public school.

**A. Scope of Services (Technical Criteria)**

- Conduct school safety drills monthly (fire, lockdown...).
- Work with leadership to provide safety and other plans as mandated by the Department of Education.
- The expected number of security guards will be twenty-five (25). However, the number is subject to negotiation.
- Provide intervention with student conflicts.
- Conduct security assessments locating weak security areas on school campus.
- Monitor and control security equipment at the Intermediate, Middle and High School.
- Provide active security guard services (at hours to be specified per school) to maintain a safe and secure environment for the public schools) evening hours required and occasional weekend duties. Also, guards required during board meetings, which are at a minimum two (2) nights per month.
- Other duties as required at the discretion of the District Superintendent.

**B. Qualifications of Respondents (Management Criteria)**

- Agency service all schools requested by the District.
- Agency must provide to the District a list of personnel to be utilized at the commencement of the school year. Any changes of personnel shall be reported to the Deputy Superintendent of Schools. Agency shall also provide a copy of each guard's license or credentials along with a criminal history background check.
- Agency must agree to give rights of first refusal to current employees who can meet the standards of your company
- Agency must provide healthcare benefits to its employees in compliance with the laws of the State of New Jersey and the United States. Agency must clearly explain to employees any health care benefits they would qualify for.

**C. Contract Period**

The term of contract will be from time of award to August 1, 2018 with the possibility to extend through June 30, 2019.

**D. Coordination of Activities**

All efforts and assessment of performance shall be coordinated by a designated Official for the Willingboro Public School District.

**E. Fee Schedule - Payment**

- The public schools may allocate funds for security services based on their grant allocation.
- Documents to be received along with a certified invoice from the agency monthly:
  - o A timesheet for each guard providing services. The timesheet must include the days and times worked for the period. All timesheets must be signed by a public school Administrator certifying time spent in the public school.
  - o Emergency drills conducted including; date, time and detailed summary report. All emergency drill forms must be signed by a public school administrator certifying drill training in the public school.
  - o An emergency log indicating date, time, emergency and steps taken to rectify the emergency by the guard. All emergency logs must be signed by a public school Administrator certifying services done in the public school.
  - o A summary sheet for services provided during the month, per school.
- Rate of Pay:
  - o Hourly Rate for Armed Guard
  - o Hourly Rate for Unarmed Guard

**Technical Criteria**

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 and private schools in New Jersey. Success stories only please. Respondents, by submitting a BID acknowledge that they fully understand the scope of service and work connectivity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

## **Management Criteria**

### **a. Business organization**

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

- Name, address, phone, fax, website, email 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 that will be assigned to provide the requested services; and
- Any other information concerning the company 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 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 and/or private school districts for a minimum of at least three years;
- Three letters of recommendation for similar services conducted in New Jersey;
- Copies of all professional licenses that are required to perform the services as listed in the specifications;
- List of any judgments within the last three years and/or a list of bankruptcy or organization proceedings within the last 10 years;
- Availability of personnel, facilities, equipment and other resources to provide the services requested, and
- Other information concerning the company and/or individuals of the company that would assist the district in the evaluation process

## **Costs Criteria**

### **Fee Proposals**

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the school district. The district requires that all BIDs be submitted on a per diem basis as outlined above in item E. The fee provided by the respondent shall be a significant part of the evaluation process as conducted by the district and respondent should provide a full detailed analysis of their fee proposal.

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.

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 by an authorized purchase order.

Extraordinary expenses that are incurred by the respondent in the performance of his or 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.

### **F. INSURANCE**

The Board will require proof of adequate insurance in accordance with General Specifications K.

### **G. LIABILITY**

1. The Contractor shall assume full responsibility and liability for any and all injuries to any person, and any and all damages to any property, resulting from or in connection with the project, which are caused by any error, omission, or negligent act of the Contractor, its agents and employees.
2. The Contractor shall be liable for any and all damages caused by a breach of the terms of this contract.
3. The Contractor shall fully and unequivocally indemnify the Board of Education and its employees from any legal action as a result of the Contractor's performance under the resultant contract.

### **H. NEW JERSEY LAW**

The Vendor shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. The performance of the work shall be governed by the laws of the State of New Jersey.

### **I. LAW AGAINST DISCRIMINATION**

The Vendor agrees to comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the Laws Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 6:4-1.6, and N.J.A.C. 17:27-1.1 et seq., as set forth at length in Exhibits A and B attached hereto and made a part hereof.

**J. Award of Contract**

It is the intent of the Board of Education to award the contract to the respondent/respondents whose provides the lowest responsive, responsible bid.

**WILLINGBORO BOARD OF EDUCATION**  
**Business Office**  
440 Beverly-Rancocas  
Willingboro, NJ 08046

**BID**

# **GENERAL SPECIFICATIONS**

**Kelvin L. Smith CPA, MBA**

School Business Administrator

**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 BID. 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. 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.

**C. 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 BID 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 prior to the award of contract will be cause for the rejection of the entire BID.

**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 \$20,000 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.

#### **D. CONTRACTS**

Upon notification of award of contract by the Willingboro Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board *of Education*.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the BID specifications.

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

Kelvin L. Smith CPA, MBA  
School Business Administrator  
Willingboro Board of Education  
440 Beverly-Rancocas Rd  
Willingboro, NJ 08046

#### **E. 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 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>. Respondents 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, respondents must provide a detailed, accurate and precise description of the activities of the respondent 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.**

#### **F. DOCUMENTS, MISSING/ILLEGIBLE**

The respondent shall familiarize himself with all forms\* provided by the Board that are to **be** returned with the Bid. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact Kelvin L. Smith the School Business Administrator, at 609-835-8600 X1020 for duplicate copies of the forms. This must be done before the BID 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 BID.

**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.**

**G. DOCUMENT SIGNATURES - ORIGINAL; BLUE INK**

All documents returned to the Board shall be signed with an original signature in **BLUE INK**. 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.

\*Forms provided by the Board of Education that must be returned with BID.

- Acknowledgement of Addenda
- Affirmative Action Questionnaire or Affirmative Action Evidence
- Chapter 271 - Political Contribution Disclosure Form
- Contractor/Vendor Questionnaire and Certification
- Disclosure of Investment Activities in Iran
- Non Collusion Affidavit
- BID Form
- Stockholders' Disclosure/ Ownership Declaration

\* Please check your BID package for these forms!

**H. CONTRACT AWARD**

The school district intends to award the contract to the lowest responsive, responsible bidder.

**I. 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.

**J. INCIDENTAL EXPENSES**

All incidental expenses related to the services provided are the responsibility of professional service provider. The school district will not reimburse any provider for any incidental expenses related to the contract.

*Travel* - The BID costs submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. **The Willingboro Board of Education will not pay any costs for travel.** Travel time is not to be charged on any hourly or service rate. Travel time to and from the site of service is to be borne by the respondent.

**K. INSURANCE AND INDEMNIFICATION**

**[X] Required**

Not Required

The bidder to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

General Liability -- \$2,000,000. General  
Aggregate \$1,000,000.  
Products \$1,000,000.  
Personal Injury \$1,000,000.  
Each Occurrence \$50,000.  
Fire Damage \$5,000.  
Medical Expense

*(A) Insurance Certificate - When Required*

- a. The Service Provider must present to the Willingboro Board of Education an insurance certificate in the above types and amounts before any work or service begins.
- b. Automobile liability insurance shall be included to cover any vehicle used by the insured.
- c. The certificate holder shall be as follows:

Willingboro Board of Education  
c/o The Business Office  
440 Beverly-Rancocas Rd, Willingboro, NJ 08046

- d. Additional Insured Claim — The Service Provider must include the following clause on the insurance certificate.

**"Willingboro Board of Education is named as an additional insured"**

OTHER INSURANCES

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000. Each Accident
Bodily Injury by Disease	\$1,000,000. Policy Limit
Bodily Injury by Disease	\$1,000,000. Each Employee
<u>Contract Liability</u>	Same as General Liability
<u>Automobile Liability</u>	\$1,000,000 Per Occurrence

*(B) Indemnification*

The Service Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract or the performance of services by the Service Provider under the agreement or by a party for the whole contract is liable. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

The Service Provider is to assume all liability of every sort incident to the work, including property damage caused by him or his men or by any Service Provider employed by him or any of the Service Provider's men.

**INSURANCE; PROFESSIONAL LIABILITY - CERTIFICATE REQUIRED**

**Required**                       Not 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 Willingboro Board of  
Education c/o The Business  
Office  
440 Beverly-Rancocas Rd.  
Willingboro, NJ 08046

and remain in full force during the term of contract.

**L. INTERPRETATIONS AND 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 BIDs 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 BIDs. All addenda so issued shall become part of the contract document.

**M. NON COLLUSION AFFIDAVIT (N.J.S.A. 2A:93-6)**

A notarized Non-Collusion Affidavit must be submitted with the BID package.

**N. PAYMENTS**

Every effort will be made to pay vendors and Service Providers within thirty (30) to sixty (60) days provided the Willingboro Board of Education receives the appropriate documentation including but not limited to:

- Signed voucher by vendor;
- Personnel attendance logs;
- Invoices, and
- All required documentation under "'BILLING INVOICES'\* contained within the Technical Specifications.

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Willingboro Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments. All payments are subject to approval by the Willingboro Board of Education at a public meeting. Payment may be delayed from time to time depending on the Willingboro Board of Education meeting schedule.

Invoices

The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.

- The invoice must include the full name and address of the company.
- The invoice must include the Willingboro Board of Education purchase order number.
- The invoice must have the company's invoice number that may be used as reference.
- The invoice must list the date(s) and goods or services rendered on that date(s).
- The invoice must be submitted to the Business Office.
- Invoices must be submitted within thirty (30) days of service.

**O. CERTIFICATE (CONSENT) OF SURETY     REQUIRED         NOT REQUIRED**

When required, each respondent shall submit with its BID a certificate from a surety company stating that the surety company will provide the contractor with a performance bond in an amount equal to the amount of the contract (N.J.S.A. 18A:18A-25). Such surety company must be licensed and qualified to do business in the State of New Jersey. The certificate (consent) of Surety, together with a power of attorney, must be submitted with the BID.

*Failure to submit or to sign the Certificate (consent) of Surety when required will be cause for disqualification and rejection of BID.*

**P. BID GUARANTEE AND BONDING REQUIREMENTS (N.J.S.A 18A:18A-24)**

Please note: The name, address, and phone number of the Bond Underwriter as well as the Bond Number shall be included with all bonds submitted to the Board of Education.

Bid Guarantee  REQUIRED  NOT REQUIRED

When required, each bid shall be accompanied by a bid bond, cashier’s check or certified check for ten percent (10%) of the amount of the total contract, but not in excess of \$20,000 (twenty-thousand dollars). This guarantee shall be made payable to the Willingboro Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and surety (performance) bond is file with the Willingboro Board of Education.

The bid security check for unsuccessful bidders will be returned as soon after the bid opening as possible but in no event later than (10) days after the bid opening.

Uncertified business checks, personal checks or money orders are not acceptable.

All bid bonds submitted must be signed and witnessed with original signatures. The Board will not accept facsimile or rubber stamp signatures on the bid bond. Failure to sign the bid bond by either the Surety or Principal shall be deemed cause for disqualification of the proposal. The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.

The Willingboro Board of Education will only accept bid bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list, (Approved Surety Companies) may be available upon request to the State of New Jersey, Department of Banking and Insurance, CN 325, Trenton, New Jersey 08625.

The board **will not** accept a bid with multiple bid numbers listed on the bond

***Failure to submit or failure to sign a bid guarantee when required shall be cause for disqualification and rejection of bid.***

**Q. PERFORMANCE BOND  REQUIRED  NOT REQUIRED**

When required, the successful vendor shall furnish a Performance, Payment and Completion Bond in a sum of at least one hundred percent (100%) of the total amount payable by the terms of this Contract. Such bond shall be in the form required by Statute.

Such bond shall further carry a stipulation that no advance, premature, excessive or delayed payments by the Owner shall in any way affect the obligation of the Surety on its bond. Such bond shall further stipulate that no payments made to the Service Provider, nor partial or entire use of occupancy of the work by the Owner shall be an acceptance of any work or materials not in accordance with this Contract and the Surety shall be equally bound to the same extent as the Service Provider.

It is expressly stipulated that the Surety for the Service Provider on the project shall be obligated to make periodic inquiries of the Owner at reasonable times, to determine whether its Principal has performed or was performing the Contract in accordance with all of its terms and conditions, particularly in relation to the progress payments scheduled under said Contract with the Owner.

In the event the Service Provider defaults or fails to perform or finish the work prescribed under the

Contract for any reason whatsoever, it shall become the unqualified obligation of the Surety for the defaulting Service Provider to complete the Contract in accordance with its terms following receipt of notice from the owner of such default.

Successful respondent shall execute formal contract with the Board in the form required and in such number of counterparts as the Board may request. Such Performance, Payment and Completion Bond shall be furnished and such Contracts shall be executed and delivered by the successful respondent within ten (10) days after the receipt by the successful respondent of notice accepting his BID by the Board.

The Willingboro Board of Education will only accept performance bonds from surety companies that are licensed and qualified to do business in the State of New Jersey.

### **POLITICAL CONTRIBUTION DISCLOSURE STATEMENT - PAY TO PLAY**

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at [www.elec.nj.us](http://www.elec.nj.us). Pursuant to N.J.A.C. 6A:23A-6.3 (al-4) please note the following:

Award of Contract - Reportable Contributions - N.J.A.C. 6A:23A-6.3 (a)(1) "No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period."

Contributions During Term of Contract - Prohibited - N.J.A.C. 6A:23A-6.3 (a)(2,3) "Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form - Required - N.J.A.C. 6A:23A-6.3 (a) (4) All respondents shall submit with their BID package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a) (2) Award of Contract.

**R. 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.

**S. SUBMISSION DEADLINE**

The deadline to submit all BID Packages is **Saturday, August 4, 2018 at 9:00 AM**

**Submissions received after the date and time noted in the BID Package shall not be considered.**

**T. SUBMISSION OF BID PACKAGE - (Original and TEN (10) Copies)**

All BID Packages including the Letter of Transmittal and the Presentation Package are to be in a **sealed envelope** bearing the title of the BID and number of the BID in front and are to be delivered to:

Kelvin L. Smith CPA, MBA  
School Business Administrator  
Willingboro Board of Education  
440 Beverly Rancocas Rd.  
Willingboro, NJ 08046

Respondents are to include:

- One original BID Package with **original signatures**
- TEN (10) copies of the BID Package

**U. TERMINATION OF CONTRACT**

If the Board determines that the contractor has failed to comply with the terms and conditions of the BID 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.

## **V. WITHDRAWAL OF BIDS**

### Before the BID Due Date

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

### After the BID Due Date

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

The respondent who wishes to withdraw a BID 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 BID after the BID 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 BID to be withdrawn.

**WILLINGBORO BOARD OF EDUCATION**

**Business Office**

440 Beverly-Rancocas Rd

Willingboro, NJ 08046

*BID Form*

I/we hereby submit the following BID for **PUBLIC SCHOOLS SECURITY GUARDS:**

Hourly rate for Armed Security Guard ..... \$ \_\_\_\_\_

Hourly rate for Unarmed Security Guard ..... \$ \_\_\_\_\_

Provide Total Cost Specifically for Unarmed Guards:

The Cost Basis is 25 Unarmed Guards @ 8 hours per day for a 182 Day School Year:

\$ \_\_\_\_\_

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 BIDs must be received no later than **Saturday, August 4, 2018, 9:00 A.M.** All BIDs are to be sent to:

Kelvin L. Smith CPA, MBA  
School Business Administrator  
440 Beverly-Rancocas Rd.  
Willingboro, NJ 08046

## ETHICS IN PURCHASING

### **Statement to Vendors School**

#### **District Responsibility**

##### **Recommendation of Purchases**

It is the desire of the Willingboro 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 etseq.

##### **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 Willingboro Board of Education or anyone proposing to do business with the Willingboro School District.

#### **Vendor Responsibility**

##### **Offer of Gifts, Gratuities -- Prohibited**

Any vendor doing business or proposing to do business with the Willingboro Public 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 Willingboro Public 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 Willingbor Public 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 Willingboro 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 Willingboro Board of Education.

Kelvin L. Smith CPA, MBA  
School Business Administrator

**WILLINGBORO BOARD OF EDUCATION**  
**Business Office**  
440 Beverly-Rancocas Rd.  
Willingboro, NJ 08046

TO: All Vendors

**UNAUTHORIZED ORDERS**

*Official Notification*

**Authorized Purchases**

The Willingboro 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 Kelvin L. Smith at 609-835-8600 X1020, if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The Willingboro Board of Education will not be held responsible for any unauthorized orders or purchases.

**Authorized Signatures**

The Willingboro Board of Education will only recognize purchase orders signed by:

**Kelvin L. Smith CPA, MBA**  
**School Business Administrator**

EXHIBITA

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, .127)

N.J.A.C.-17:27 et Sq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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 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 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 regulation 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 etseq.

*To be completed, signed below & returned with BID.*

*Acknowledgement of Addenda*

**BID:** 2019-SEC-2      **BID Date:** Saturday, August 4, 2018 @ 9:00 A.M.

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposing 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.

ADDENDA NO.                      ISSUING DATES

**No Addenda Received**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box

City, State, Zip Code \_\_\_\_\_

Name of Authorized Representative

**Signature** \_\_\_\_\_ **Date**

To be completed and signed below & returned with BID.

**AFFIRMATIVE ACTION QUESTIONNAIRE**

**BID:** 2019-SEC-2

**Date:** Saturday, August 4, 2018 @ 9:00 A.M.

This form is to be completed and returned with the BID. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

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 \_\_\_\_\_

**To be completed, signed below & returned with BID.**

**WILLINGBORO BOARD OF EDUCATION**

*440 Beverly Rancocas Rd  
Willingboro, NJ 08046*

**Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed \$17,500.00)  
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<b>Date of Contribution</b>	<b>Amount of Contribution</b>	<b>Name of Recipient Elected Official/ Committee/Candidate</b>	<b>Name of Contributor</b>

The Business Entity may attach additional pages if needed.

**No Reportable Contributions** (Please check (  ) if applicable.)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

## 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:
  - o of the public entity awarding the contract
  - o of that county in which that public entity is located
  - o of another public entity within that county

o 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.**

<sup>1</sup> 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."

### **P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**AN ACT** authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

**40A:11-51** 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts

therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-I et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19.44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

**52:34-25** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-I et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

**19:44A-20.13** 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name: Burlington**

State: Governor, and Legislative Leadership Committees

Legislative District #: 7, 8, 9, & 30

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

County:

Freeholders

County Clerk

Sheriff Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Bass River Township	Florence Township	Pemberton Township
Beverly City	Hainesport Township	Riverside Township
Bordentown City	Lumberton Township	Riverton Borough
Bordentown Township	Mansfield Township	Shamong Township
Burlington City	Maple Shade Borough	Southampton Township
Burlington Township	Medford Lakes Borough	Springfield Township
Chesterfield Township	Medford Township	Tabernacle Township
Cinnaminson Township	Moorestown Township	Washington Township
Delanco Township	Mount Holly Township	Westampton Township
Delran Township	Mount Laurel Township	Willingboro Township
Eastampton Township	New Hanover Township	Woodland Township
Edgewater Park Township	North Hanover Township	Wrightstown Borough
Evesham Township	Palmyra Borough	
Fieldsboro Borough	Pemberton Borough	

Boards of Education (Members of the Board):

Bass River Township	Lenape Regional	Pemberton Township
Beverly City	Lumberton Township	Rancocas Valley Regional
Bordentown Regional	Mansfield Township	Riverside Township
Burlington City	Maple Shade Township	Riverton
Burlington Township	Medford Lakes Borough	Shamong Township
Chesterfield Township	Medford Township	Southampton Township
Cinnaminson Township	Moorestown Township	Springfield Township
Delanco Township	Mount Holly Township	Tabernacle Township
Delran Township	Mount Laurel Township	Washington Township
Eastampton Township	New Hanover Township	Westampton
Edgewater Park Township	North Hanover Township	Willingboro Township
Evesham Township	Northern Burlington Regional	Woodland Township
Florence Township	Palmyra Borough	
Hainesport Township	Pemberton Borough	

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Beverly City Fire District No. 1  
Bordentown Township Fire District No. 1  
Bordentown Township Fire District No. 2  
Burlington Township Fire District No. 1  
Chesterfield-Hamilton Fire District No. 1  
Chesterfield Township Fire District No. 2  
Cinnaminson Township Fire District No. 1  
Delanco Township Fire District No. 1  
Delran Township Fire District No. 1  
Eastampton Township Fire District No. 1  
Edgewater Park Township Fire District No. 1  
Evesham Township Fire District No. 1  
Florence Township Fire District No. 1  
Moorestown Township Fire District No. 1  
Moorestown Township Fire District No. 2  
Mount Holly Township Fire District No. 1  
Mount Laurel Township Fire District No. 1  
Riverside Township Fire District No. 1  
Tabernacle Township Fire District No. 1

**Willingboro Board of Education**  
**STATE OF NEW JERSEY - DIVISION OF PURCHASE AND PROPERTY**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Solicitation Number: **BID# 2019-SEC-2** Bidder/Offeror: \_\_\_\_\_

**PART1: CERTIFICATION**

***BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE*** Pursuant to public Law 2012, c. 25, any person or entity that submits a bid or BID 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://vAwv.state.nj.us/treasury/purchase/pdf/Chapter25Listpdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's BID 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 BID 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: \_\_\_\_\_

NON-COLLUSION AFFIDAVIT

**Public School Security Guards**

Re: BID for the Willingboro Board of Education.

STATE OF \_\_\_\_\_)

Date: **Saturday, August 4, 2018 @ 9:00 AM**

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  
Position in Company

the firm of \_\_\_\_\_  
and the bidder making the BID for the above names contract, and that I executed the said BID 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 BID 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 BID and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the City of \_\_\_\_\_ relies upon the truth of the statements contained in said BID 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 \_\_\_\_\_, \_\_\_\_\_  
Month Day Year – Seal

**To be completed, signed below & returned with BID.**

To be completed, signed below & returned with BID.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

NON-PUBLIC SCHOOLS SECURITY GUARDS

Re: BID# 2019-SEC-2

BID Date: Saturday, August 4, 2018 @ 9:00 A.M.

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

<input type="checkbox"/>	Corporation-	<input type="checkbox"/>	Limited Partnership-
<input type="checkbox"/>	Partnership--	<input type="checkbox"/>	Limited Liability Corp.--
<input type="checkbox"/>	Sole Proprietorship-	<input type="checkbox"/>	Limited Liability Partnership-
<input type="checkbox"/>	Sub Chapter S Corp.--	<input type="checkbox"/>	Other-

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 THE BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, 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

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Shares Owned

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 BID.*

**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

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Names of Principals

Title

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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 BID.

**Vendor Questionnaire/Certification**

**PUBLIC SCHOOLS SECURITY GUARDS**

**BID# 2019-SEC-2**

BID Date: **Saturday, August 4, 2018 @ 9:00 A.M.**

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

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Vendor Certification**

Direct/Indirect Interests

I declare and certify that no member of the Willingboro 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 Willingboro 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 Willingboro 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**

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE  
INFORMATION REPORT (FORM AA302)

**IMPORTANT: READ THE FCLLC.MNG INSTRUCTIONS CAREFULLY EEFcre CCMPLETING 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 JLy.QUi 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 J.h.ex§,i^,

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 3, 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. F.jj.s.pM,D.ayinaojigMD.ahy^X.

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, and 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 by 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'S 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 AWARDED THE CONTRACT! 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 (TEE 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

To All Respondents:

**REMINDER!**

Did you sign all of the required documents?

All documents returned to the Board shall be signed with original signatures in **BLUE ink**.

The Board will not accept facsimile or rubber stamp signatures.

Failure to sign all documents may be cause for disqualification and rejection of the BID.

Kelvin L. Smith CPA, MBA  
School Business Administrator