Request for Proposals - Architect of Record

Board of Education of the
Burlington County Special Services School District and
Institute of Technology of the County of Burlington

2019-2020 School Year
REQUEST, SOLICITATION AND INVITATION FOR PROPOSAL
FOR THE POSITION OF
BOARD OF EDUCATION OF THE
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND
INSTITUTE OF TECHNOLOGY

ARCHITECT

The proposer is requested to provide a proposal to the Board of Education of the Burlington County Special Services School District and Institute of Technology (“Board”), County of Burlington and State of New Jersey, for the position of Architect. This proposal should be inclusive of both The Burlington County Special Services School District and the Burlington County Institute of Technology. The proposer must comply strictly with the submission requirements set forth herein.

The proposal must be received at the Business Office, Attention: Theresa L. Margiotta, School Business Administrator, Burlington County Special Services School District, 20 Pioneer Blvd, Westampton, New Jersey 08060 on or before 10:00 a.m. on Wednesday, June 26, 2019. The proposal must be submitted in the format required by the Board. No late submissions will be accepted.

All proposers shall comply with P.L.1977, c.33 requiring submission of a statement of corporate ownership; N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with the provisions of P.L.1975, c.127 and N.J.A.C. 17:27 concerning equal employment opportunity and affirmative action and the submission of proof of compliance therewith.

I. INTENT
The Board of Education of the Burlington County Special Services School District and Institute of Technology, ("Board"), County of Burlington and State of New Jersey, intends to appoint and fill the position of Architect.

The General Criteria is articulated at Section III for the selection of Architect. Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The successful proposal, upon award and execution shall become a part of the signed contract. There will be no award or appointment to the position of Architect until formal approval by the Board has been made by resolution at its reorganization meeting.

As per the provisions of N.J.S.A. 19:44A-20.4 et seq., the Board shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Board shall be the sole judge of the benefits to the Board represented by the submissions pursuant to this Request, Solicitation and Invitation for proposal.

II. INSURANCE

This Request, Solicitation and Invitation for proposal, is for the appointment of a professional or quasi-professional position with the Board or a position for which there is a bidding exemption under N.J.S.A. 40A:11-1 et seq. Each proposer shall have the following insurance coverage:

- The proposer shall maintain workers compensation insurance as required by law;
- Employer's liability with limits of $500,000;
- Commercial general liability and automobile liability insurance each with coverage of $1 million per occurrence; and
- Professional liability insurance with coverage of $1 million per claim.

Attachment A is the Certification of Insurance that must be executed and documents attached thereto by the proposer at the time of submittal of this Request, Solicitation and Invitation for Proposal.

III. PROFESSIONAL EVALUATION AND RANKING METHODOLOGY

SCOPE

1. Annual survey of all facilities for purposes of updating the present (5) year plan and reviewing current needs. A written report shall be submitted.
   BCSSSD Fee $ ______________    BCIT Fee $_______________

2. Meeting with Administrative staff for purpose of direction on an as needed basis.
   BCSSSD Fee (if any) $______________  BCIT Fee (if any) $______________

3. The Architect of Record shall agree to be available at all times for emergencies and assistance in resolving problems. Hourly rates. Scheduling in Item 5 shall apply.
4. The Architect of Record shall provide a qualified contractor bidders list for repairs and maintenance when requested. It shall be understood and agreed that the Architect of Record shall review (when requested) the Board of Education bids and or quotes as prepared by the Business Administrator, make suggestions and assist in the recommendation. If the bids require architectural drawings, then these shall be done based on the rate structure in the proposal section.

\[
\begin{align*}
\text{BCSSSD Fee } & \text{ \$} & \text{BCIT Fee } & \text{\$} \\
\end{align*}
\]

Also included in this section: (All rates listed below will apply to both BCSSSD and BCIT)

a. Assistance in hiring of professional services; i.e. engineers and supervision of normal repairs and maintenance.

b. Assistance in hiring of staff tradesmen as needed.

5. Percentage rate for projects over one million dollars

6. Hourly rates for Special Projects $ 

\[\text{Average Hourly Rate}\]

Firm Has

Principal............................ $ 

Licensed Engineer.............. $ 

Engineer (EIT)............... $ 

Architect (IA)............... $ 

Field Inspection............... $ 

Design Draftsman.............. $ 

Technicians..................... $ 

Other Fees and or costs are to be listed below.

IV. CONTRACT PERIOD

Contract period is from July 1, 2019 until June 30, 2020, or until a successor is selected at the year 2020 reorganization meeting of the Board. All contracts are contingent on funding.
A. APPOINTMENT OF ARCHITECT

All proposals submitted in response to the Request, Solicitation and Invitation for proposal shall utilize the form of correspondence on the next page as the cover sheet. The succeeding pages attached to the cover sheet shall set forth the proposal/responses. The proposal must follow the format as indicated. All proposals submitted to the Board must be submitted pursuant to the said Request, Solicitation and Invitation distributed and in the format required therein and as set forth hereafter. In order for the proposal to meet the requirements of the Request, Solicitation and Invitation, the attached forms shall be fully completed and executed. Attachments or certifications set forth as attachments or certifications A, B, C, D, E, F, G, H, and I attached to this form, shall be completed and originally executed. The Proposal shall also include a Company hourly rate schedule. Failure to attach required documents is cause for disqualification.

All erasures and/or changes to the original documentation submitted must be initialed by the individual making modifications to the proposal. Use separate and additional pages to respond specifically to each section, specifically Section III hereof, which sets forth the criteria that the Board will utilize in evaluating your proposal and determining the selection of the Architect.
Date:

Board of Education of the Burlington County Special Services School District and Institute of Technology
20 Pioneer Blvd
Westampton, New Jersey 08060

Re: Request, Solicitation and Invitation for proposal - Architect

Dear Board of Education:

The undersigned hereby submits the enclosed proposal for the position of Architect.

The undersigned hereby undertakes and promises to serve as Architect and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

________________________________________ ______________________ ________________
SIGNATURE       BUSINESS NAME

__________________________                   ________________________                 ________________
Type or Print Full Name   Title       Date

______________________________                           _________________________________
Telephone Number     Fax Number           E-Mail
ATTACHMENT A

CERTIFICATION OF INSURANCE

I HEREBY CERTIFY THAT MY OFFICE CARRIES INSURANCE ADEQUATE TO PROTECT THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY SCHOOL DISTRICT BOARD OF EDUCATION ("BOARD") AND INDEMNIFY THE BOARD FOR ANY ERROR OR OMISSION COMMITTED BY THE UNDERSIGNED THAT CREATES LIABILITY TO THE BOARD. THIS INCLUDES ERRORS AND OMISIONS POLICY AND ANY OTHER TYPE OF POLICY THAT CAN BE UTILIZED TO PROTECT THE INTERESTS OF THE BOARD. I HAVE ATTACHED COPIES OF THE DECLARATION PAGES OF EACH POLICY THAT DOES OR CAN PROTECT THE BOARD FROM ANY ERROR, OMISSION OR ACTIVITY IN WHICH I OR ANYONE FROM MY OFFICE MIGHT ENGAGE IN ON BEHALF OF THE BOARD.

I FURTHER CERTIFY THAT THE POLICIES OF INSURANCE THAT ARE CARRIED BY MY OFFICE SHALL CONTINUE TO BE CARRIED DURING THE ENTIRE TERM OF MY APPOINTMENT AS ARCHITECT, IN THE EVENT THAT MY OFFICE IS SELECTED TO SERVE IN THAT CAPACITY. IN THE EVENT THAT THE DECLARATIONS PAGE(S) SUBMITTED SHOWS THE POLICY OR POLICIES OF INSURANCE WILL LAPSE DURING THE COURSE OF THE TERM OF MY APPOINTMENT, I WILL PROVIDE TO THE BOARD A COPY OF THE RENEWAL POLICY DECLARATION PAGE. I FURTHER CERTIFY THAT THE RENEWED POLICY SHALL HAVE THE SAME OR GREATER LIMITS OF LIABILITY AS THE ONE PROVIDED FOR AT THE BEGINNING OF MY APPOINTMENT.

CERTIFYING OFFICIAL:

NAME: _____________________________________________
TITLE: ______________________________________________
SIGNATURE: _________________________________________
DATE: ______________________________________________

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ATTACHMENT B

CONFLICT OF INTEREST CERTIFICATION

THE UNDERSIGNED CERTIFIES TO THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY SCHOOL DISTRICT BOARD OF EDUCATION ("BOARD"), COUNTY OF BURLINGTON, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE BOARD HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD CONSTITUTE A CONFLICT OF INTEREST, FINANCIAL OR OTHERWISE, BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE BOARD. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS MADE A SEARCH OF HIS/HER FIRM'S CLIENT BASE AND HAS EXECUTED THIS CERTIFICATION SUBSEQUENT TO SUCH SEARCH.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION, AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE BOARD IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER FIRM.

Applicant Signature: __________________________________________

Typed Firm Name: ___________________________________________

Title: ______________________________________________________

Date: _____________________________________________________
ATTACHMENT C

I HEREBY CERTIFY THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

CERTIFYING OFFICIAL: NAME: _______________________________________
TITLE: _____________________________________________
SIGNATURE: _______________________________________
DATE: _____________________________________________
ATTACHMENT D

STATEMENT OF CORPORATE OWNERSHIP

Part I – Ownership Disclosure Certification
☐ I certify that the list below contains the names and home addresses of all owners having an “Interest” in the “Business Entity”.

Check the box that represents the type of Business Entity:
☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

<table>
<thead>
<tr>
<th>Name of Owner</th>
<th>Home Address</th>
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Part 2 – Signature and Certification:
I certify that the foregoing statements made by me are true to the best of my knowledge, information and belief. I am aware that if made any statements that are knowingly false, I am subject to punishment under the law.

Name of Business Entity: ______________________________________________________________

Signature: ____________________________________________ Date: __________________________

Print Name: ___________________________________________ Title: __________________________
Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to [N.J.S.A. 19:44A-20.26](https://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12) (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of $17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and on file** at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
   a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12](http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12). They will be updated from time-to-time as necessary.
   b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s).** As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
   c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
   d. The form may be used “as-is”, subject to edits as described herein.
   e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
   f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE:** This section is not applicable to Boards of Education.
Part I – Vendor Information

| Vendor Name: |
| Address: |
| City: | State: | Zip: |

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

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<th>Signature</th>
<th>Printed Name</th>
<th>Title</th>
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Part II – Contribution Disclosure

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

- [ ] Check here if disclosure is provided in electronic form.

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<th>Contributor Name</th>
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- [ ] Check here if the information is continued on subsequent page(s)
ATTACHMENT F

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

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

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

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

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

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor 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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

CERTIFYING OFFICIAL: NAME: ____________________________________________

TITLE: ____________________________________________

SIGNATURE: ________________________________________

DATE: ____________________________________________
SECTION 000296 - DEPARTMENT OF TREASURY BUSINESS REGISTRATION

AFFIDAVIT

I, __________________________, being of full age under oath deposite and say:

1. I am (a(n) owner, partner, shareholder or officer of the company set forth below and am duly authorized to execute this affidavit on its behalf.

2. ____________________________________________, has registered in writing with the Department of Treasury in accordance with P.L.1999, c.39, the Title and text of P.L.2001, c.134 and R.S.54:50-9, repealing section 3 of P.L.2001, c.134 (C.54:52-20), and supplementing Title 54 of the Revised Statutes in its entirety and have included the following information:

A contractor shall provide proof of valid business registration with the Division of Revenue in the Department of the Treasury to any contracting State agency, no contract shall be entered into by any contracting State agency unless the contractor first provides proof of a valid copy of its business registration in accordance with the following schedule:

a. In response to a request for bids or a request for proposals, at the time a bid or proposal is submitted, or
b. For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

A subcontractor under any contract with a contracting State agency shall provide proof of a valid copy of its business registration with the Division of Revenue to any contractor; verification information who shall be forward by the contractor forward it to the contracting State agency. No contract with a subcontractor shall be entered into by any contractor under any contract with a contracting State agency unless the subcontractor first provides proof of valid business registration. The contracting agency shall file all business registrations received by the contracting agency with other procurement documents related to the contract.

A contract entered into by a contracting State agency with a provider of goods or services or a contractor or subcontractor of a construction project shall contain a notice of the provisions include provision under subsection b. of this section and this subsection for the contractor to comply with, and for the contractor to notify subcontractors by written notice to comply with subsection a. of this section. A contracting agency shall not be responsible for a contractor's failure to comply with this section. The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall to be submitted before final payment is made for goods provided or services rendered or for construction of a construction project under the contract.

Notice of the provisions of this section shall be included by the contracting agency in any bid specification, requests for proposals, or other documents notifying potential contractors of opportunities to provide goods or perform services for a contracting agency.

Nothing in this section shall in any way alter the provisions or change the responsibilities or obligations of casino industry licensees as set forth in section 92 of P.L.1977, c.110 (C.5:12-92).

DEPARTMENT OF TREASURY BUSINESS REGISTRATION 000296 - 1

NAME/TITLE: _______________________________________________

SIGNATURE/DATE: ____________________________________________
STATE OF NEW JERSEY - DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote 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, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because 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 boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name: Relationship to Bidder/Offeror: 

Description of Activities: 

Duration of Engagement: Anticipated Cessation Date: 

Bidder/Offeror Contact Name: Contact Phone Number: 

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Signature: 

Title: Date: 

DPP Standard Forms Packet 11/2013
ATTACHMENT I

MACBRIDE PRINCIPLES FORM

NOTICE TO ALL BIDDERS
REQUIREMENT TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such 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.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

____ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

____ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom’s Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

DATE: __________________________________________
NAME: __________________________________________
TITLE: __________________________________________
SIGNATURE: _____________________________________