

**Board of Education  
of the  
Cape May County Special Services School District  
and  
Cape May County Technical School District**

***REQUEST FOR PROPOSAL***

**Construction Inspection and Material Testing**  
for the Cape May County Technical School  
CTE Expansion Phase II Construction Projects

**To Be Received on**

**Thursday, November 14, 2024**

**By 10:00 a.m.**

All Responses to the Request for Proposal must be submitted to:

Broadley Administration Building  
**Attn: Lauren Flynn**  
School Business Administrator/Board Secretary  
188 Crest Haven Road  
Cape May Court House, NJ 08210

# **Request for Proposal - Construction Inspection and Material Testing**

**ADVERTISEMENT: OCTOBER 8, 2024**

**THE BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT  
AND THE TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF CAPE MAY  
CAPE MAY COURT HOUSE, NJ 08210**

## **REQUEST FOR PROPOSALS CONSTRUCTION INSPECTION AND MATERIAL TESTING**

Notice is hereby given that the Cape May County Technical School District is seeking the above Request for Proposals for the Technical School CTE Expansion Phase II Construction Projects.

All necessary RFP specifications and proposal forms can be obtained at <https://capemaytech.com/rfp.html> or by calling the Board of Education Office at 609-380-0200 ext. 411.

All proposals must be received in the Broadley Administration Building of the Cape May County Technical School District at 188 Crest Haven Road Cape May Court House, NJ 08210 on or before Thursday, November 14, 2024 by 10:00a.m. Proposals shall be delivered in a sealed envelope clearly marked "Construction Inspection and Material Inspection" and addressed to the Business Administrator/Board Secretary, Lauren Flynn.

The Board of Education shall not be responsible for the loss, non-delivery, late delivery or physical condition of RFPs sent by mail or courier service.

All respondents are 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.

The Board of Education reserves the right to reject any proposals, pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), N.J.S.A. 18A:18A-4(a-c), and N.J.S.A. 18A:18A-22, and to waive minor informalities or non-material exceptions, that may be in the best interest of the Board.

Lauren Flynn,  
Business Administrator/Board Secretary

# **Request for Proposal - Construction Inspection and Material Testing**

## **CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT REQUEST FOR PROPOSALS CONSTRUCTION PROJECT MANAGEMENT SERVICES**

### **Purpose of Proposal**

The Cape May County Technical School District Phase II Construction Projects include the recently awarded a \$14.1 million construction project to Arthur J. Orgren, Inc. that incorporates facility upgrades at its existing facilities, including varying sized building additions at the Cape May County Technical School, and plans to hold a Bid opening by the end of 2024 for renovations to its Boat house and site improvements to its Docks. The district is currently partnering with the Atlantic County Improvement Authority as the Construction Manager and is soliciting at this time requests for proposals for Construction Inspection and Material Testing services.

The Design Team for the projects includes:

**Architect of Record:** Manders Merighi Portadin Farrell Architects, LLC  
1138 East Chestnut Avenue #4  
Vineland, NJ 08360

**Civil Engineer:** Mott McDonald, LLC  
211 Bayberry Drive, Suite 1A  
Cape May Court House, NJ 08210

**Structural Engineer:** O'Donnell & Naccarato  
701 Market Street #6000  
Philadelphia, PA 19106

### **Accessing Project Drawings and Specifications**

Drawings and Specifications (electronic format only) can be obtained from the Architect's ShareFile site at <https://mmpfa.sharefile.com> but ONLY after the bidder has been added to the official bidders list. To be added to the bidders list please send an email with your First Name, Last Name, Company Name, Contact Information, and a primary contact Email to Ms. Crystal Hart at [chart@mmpfa.com](mailto:chart@mmpfa.com). If you do not receive a response within 2 hours, resubmit your request. Once added to the bidders list, if you are not already in our system you will receive an email from ShareFile with instructions on setting up your account for which you will need to create your own unique password. If you have used our ShareFile previously your prior email and password remains valid. Once added to the bidders list and validated with ShareFile, you will be granted access to the project's documents folder.

Note: You MUST establish an account with our ShareFile site in order to access the electronic bid documents. They will not be distributed by any other means.

# **Request for Proposal - Construction Inspection and Material Testing**

## **I. DESCRIPTION OF PROJECT**

The Cape May Technical High School is expanding and upgrading its campus to allow for increased student enrollment in new and established CTE programs. Overall, the campus looks to add approximately 15,000 square feet of new instructional space and renovate approximately 42,000 square feet of existing infrastructure. The renovations include sweeping overhauls of the mechanical and electrical systems throughout various wings of the district's buildings. Renovations also include alterations of instructional and support spaces to allow for relocation of existing CTE programs. Notable expansions to the campus include the cafeteria expansion which is necessary to accommodate the increase in student enrollment. The existing boathouse and observation buildings are being completely demolished to make way for a new boathouse to take its place.

Various site improvements accompany the new additions and include new parking, hardscaping, and general landscaping. Site utilities will be modified and rerouted to accommodate new building footprints.

The Cape May County Technical School District owns and operates several buildings on the campus, for high school and adult education programs. The intended scope of this planned facility revision as currently configured, affects the following District-owned school buildings:

### Building 100

New Construction: 8,700 sf (Three separate additions)

Renovations: 31,000 sf (HVAC upgrades, interior alterations, and finishes)

### Building 200

New Construction: None

Renovations: 1,400 sf (HVAC upgrades)

### Building 300

New Construction: 4,100 sf (One addition)

Renovations: 8,400 sf (HVAC upgrades, interior alterations, and finishes)

### Building 400 (Environmental Science / Greenhouse Wing)

New Construction: 1,800 sf (One addition)

Renovations: None

### Building 500 (Boathouse)

New Construction: 1,430 sf (New building replacement)

Renovations: None

School operations will continue throughout the duration of the project. This condition does affect project logistics and the overall duration of the construction phases.

# **Request for Proposal - Construction Inspection and Material Testing**

## **II. DESCRIPTION OF SERVICES**

The following proposal specifies the minimum services desired by the District and the minimum information that must be provided by prospective firms. These are, and should be considered at all times as, minimum requirements. It is expected that each firm responding to this Request for Proposal will delineate in their proposal their specific services as well as means or processes for delivery of those services. Unless specifically excluded in clearly highlighted language, it will be assumed that all minimum requirements are included in the proposal and the successful proposer will be held to every minimum requirement, whether or not the requirement was specifically delineated in their proposal.

The testing and inspection shall be performed by qualified personnel under the supervision of a licensed professional engineer. Please note that special inspectors certified by the New Jersey Division of Community Affairs (NJDCA) are required.

The Special Inspector will be required to provide written documentation to the local building officials demonstrating their competence and relevant experience or training (NJ-IBC 2021, 1704.1). The Special Inspector will also be required to keep records of all inspections for the Board's records, as well as submission to the local building officials, the Construction Manager, and the project Architect (NJ-IBC 2021, 1704.1.2).

For this project, the Seismic Design Category for the Project is A. The Use and Occupancy Classification for the building is E. The Design Wind Speed is 131 MPH. The Risk Category for Wind and Seismic is III. The Wind Exposure Category is C. Additional site characteristics are listed on structural sheet S100.1.

Division 01 General Requirements: Requirements of Sections in Division 01 apply to the work of all sections in the specifications.

For the scope of work to be conducted, the following special testing and inspections shall be performed:

### **SOILS**

- Verify materials are adequate to achieve bearing capacity (periodic)
- Verify excavations are extended to the proper depth and have reached the proper material/ footing bottom (periodic)
- Perform classification and testing of compacted fill (periodic)
- Prior to placement of fill, observe subgrade and verify that the site has been properly prepared (periodic)
- Verify the use of proper materials, densities, and lift thicknesses during placement and compaction of compacted fill (continuous)

### **CONCRETE**

- Inspection of reinforcement steel and placement (periodic)
- Inspection of reinforcement steel welding (periodic)
- Inspection of anchors in hardened concrete (periodic)

## **Request for Proposal - Construction Inspection and Material Testing**

- Verifying the use of design mix (periodic)
- Fresh concrete testing; strength, slump, air content, temperature (continuous)
- Inspection of concrete application techniques (continuous)
- Inspection for curing temperature and technique (periodic)
- Inspection of formwork (periodic)

### **MASONRY**

- Compliance with required inspection provisions of the construction documents and the approved submittals (periodic)
- Verification of Fm and Faac prior to construction (periodic)
- Verification of slump flow as delivered to site (continuous)
- Proportions of site-prepared mortar (periodic)
- Construction of mortar joints (periodic)
- Location of reinforcement, connectors, and anchorages (periodic)
- Size of structural elements (periodic)
- Welding of reinforcement bars (continuous)
- Cold weather protection (periodic)
- Grout preparation; clean, reinforcement, proportions, construction (periodic)
- Grout placement (periodic)

### **MASONRY REINFORCEMENT - WELDING (AWS D1.4 and ACI 318)**

- Verification and weldability of reinforcement steel other than ASTM A706 (periodic)
- Reinforcing steel (periodic)

### **STRUCTURE STEEL TESTING – Level and Plumbness**

- Structural members are to be checked for level and plumbness

### **STRUCTURAL STEEL TESTING– High-Strength Bolting (AISC 360)**

- Snug Tight Joints (periodic)
- Pretensioned and slip critical joints using turn-of-nut with match marking, twist-off bolt, or direct tension indicator methods of installation (periodic)

### **STRUCTURAL STEEL TESTING– Welding (AWS D1.1)**

- Complete and partial joint penetration groove welds (continuous /  $\frac{3}{4}$ )
- Multipass fillet welds (continuous /  $\frac{3}{4}$ )
- Single-pass filled welds  $>5/16''$  (periodic)
- Floor and roof deck welds (periodic)

### **STRUCTURAL STEEL TESTING– Frame**

- Details – bracing and stiffening (periodic)
- Member locations (periodic)
- Application of joint details at each connection (periodic)

## **Request for Proposal - Construction Inspection and Material Testing**

### III. PRESENTATION PACKAGE

In this section, the District is asking the respondents to respond to the request for proposal (RFP) requirements. The respondent will prepare a presentation package outlining their approach to the scope of services and/or the program requirements. The District will use two (2) authoritative sources for the presentation package:

- **NJ State Comptroller—Best Practices for Awarding Services Contracts (2010)**
- **N.J.A.C. 5:34-4.2 as guidance**

### IV. TECHNICAL

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services and/or meet the program requirements. The proposal should demonstrate a clear understanding of the scope of work and the goals and objectives of the District with reference to the RFP.

- Experience Level: Respondents are to provide a listing of up to **six (6) New Jersey public construction projects** in which the firm has provided construction testing and inspection services **in the last five (5) years**.
- Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work, and activity to be performed.
- Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.
- Provide a listing of unique qualifications your firm possesses which would be of benefit to the District in the execution of this project.

### V. MANAGEMENT

**Business Organization Capacity** - The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address, and other information of the professional firm or individual, including a brief historical and current summary of the organization.
- An organizational chart noting the names of all principals and partners;
- A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- Resumes of key staff members who will be assigned to this contract; and
- Other information concerning individuals of the professional firm that would assist the District in the evaluation process.

## **Request for Proposal - Construction Inspection and Material Testing**

**Project Team** - It is the firm's responsibility to propose staffing that will be adequate to provide the scope of services requested and achieve a successful project outcome. Respondents are to describe the education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Identify their proposed level (monthly hours) of commitment to this project. Include an organization chart and resumes for all persons identified as potential key staff.

**Management Approach** - A detailed plan for providing the proposed services, with a description of the proposing firm's approach to the services, client satisfaction, specific scope of services, and description of your approach to quality assurance.

**Qualifications; Relevant Experience** - Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school District in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications up to six (6) New Jersey public construction projects for a minimum of at least five (5) years; **(PAGES 16-18)**
- Copies of all professional or educational licenses that are required to perform the services as listed in the specifications;
- Other information concerning the firm and/or individuals of the firm that would assist the District in the evaluation process.

### VI. **COST - LUMP SUM**

**Lump Sum** - The proposal shall include a lump sum cost for the special inspections, as specified for the completion of the project.

**Special Inspection Categories** - Your proposal shall include your unit price cost for the special inspection categories on the proposal form. Please enter your unit price costs on this form and include them with the submission of your proposal.

**Financial Disclosure of Respondent** - The respondent shall provide a financial disclosure narrative that the firm has sufficient financial resources to meet its obligation. Supporting financial statements, audits and documents are to be submitted with the proposal. The respondent is to list any judgments within the last five (5) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years.

**Payments—Monthly Invoices** - The District requests monthly invoices from the firm fully outlining all services provided during that term with dates and activities noted.

Every effort will be made to pay vendors within thirty (30) to sixty (60) days from the rendering of services and in accordance with N.J.S.A. 18A:18A-10.1, provided the Board of Education receives the appropriate detailed Invoices.

All payments are subject to approval by the Board of Education at a public meeting.



## **Request for Proposal - Construction Inspection and Material Testing**

**Contract Expenses** - Respondents are to note the following as it pertains to expenses related to the contract:

- **Expenses; Related to Contract; Incidental**

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The school district will not reimburse any vendor for any incidental expenses related to the contract.

- **Expenses Not Related to the Contract; District Procedures**

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent unless so approved in writing by the school District or the District may procure the services requested through a competitive process.

- **Extraordinary Expenses**

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

**Compensation for Contingent Additional Services** - The District may from time to time request the firm to provide additional services. The District will provide compensation on an hourly basis for such work. Respondents are to submit hourly rates for various personnel for additional work only.

**Travel/Parking Reimbursement** - The Board of Education may consider reimbursing the respondent for all reasonable vehicle travel, including tolls, to and from the respondent's place of business, to and from the School Board of Education. If travel is approved by the School Business Administrator, the following shall apply:

- **Mileage Reimbursement—Reasonable Vehicle Travel**

The Board of Education will pay as part of this contract, mileage reimbursement at the current Federal IRS mileage rate. Travel logs are to be submitted with the monthly invoice.

- **Tolls – receipts required; EZ Pass; Toll Receipts**

The Board of Education will pay as part of this contract, all tolls paid by the respondent during travel to and from the School Board of Education. Copies of toll receipts and/or EZ Pass statements must be provided for reimbursement.

- **Travel Time**

The Board of Education will not pay for any travel time to and from the Firm's business or home to and from the school Board of Education.

**Company Location** - The specifications of this request for proposal will show the need for the contracted vendor to visit the construction site on a frequent and urgent basis. These visits may be scheduled with little lead time due to changes in weather, supply chain constraints or other factors. The District prefers that all respondents have their firm located within an hour's response time of the construction site.

## **Request for Proposal - Construction Inspection and Material Testing**

### VII. **AWARDING CONTRACT**

#### **Award of Contract**

The School Business Administrator/Board Secretary shall evaluate all proposals received. It is the intention of the Board of Education to award the contract, to the respondent whose response is the most advantageous to the board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices.

#### **Contract Period**

Unless otherwise noted the term of the contract will be from on or about December 1, 2024, continuing through the completion of the construction projects.

#### **Coordination of Activities—Principal Point of Contact**

This project will be coordinated by the Office of the School Business Administrator/Board Secretary or his designee

Proposals sent via facsimile or e-mail will not be accepted. The Board is not responsible for delays in the mail or hand deliveries and the Board will not open or consider proposals that are received by the Business Administrator at the Business Administrator's office after the above-referenced time for opening the proposals. At such time, all proposals will be opened in public and key provisions read aloud.

#### **Addenda or Amendments to RFP**

During the period provided for the preparation of responses to the RFP, the Board of Education may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Board of Education and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

**Request for Proposal - Construction Inspection and Material Testing**

**REQUIRED  
FORMS**

## **Request for Proposal - Construction Inspection and Material Testing**

### **PROPOSAL RESPONSE FORMS**

*(Vendor may attached response, please clearly identify for each response of form)*

#### **Firm Proposal should include / attach the following information:**

- Firm W-9 Form
- Submit Copy of New Jersey Business Registration Certificate
- Submit Affirmative Action Documentation (Form AA302)
- Submit Certificate of Insurance (COI) - Workers Compensation, Employer's Liability, Excess Liability, Professional Liability, Comprehensive Automobile Liability Insurance
- Submit Notice of Consultant Pre-qualification issued by the New Jersey Department of Treasury, Division of Property Management and Construction, and Rating with the New Jersey Schools Development Authority

#### **Firm Proposal should Complete the **Required Forms** as follows including in this RFP:**

- PAGE 13-15 Fee Proposal - Cost Summary
- PAGE 16-18 Public School Projects / References List (no more than 6)
- PAGE 19-21 Affirmative Action Statement
- PAGE 22 Vendor Questionnaire / Certification
- PAGE 23 Assurance of Compliance
- PAGE 24 Non-Collusion Affidavit
- PAGE 25-26 Stockholder/Partnership Disclosure & Statement of Ownership Disclosure
- PAGE 27-28 Chapter 271 Political Contribution Disclosure Form
- PAGE 29-30 Disclosure of Investment Activities in Iran

# **Request for Proposal - Construction Inspection and Material Testing**

## **FEE PROPOSAL - PRICING SUMMARY (Page 1)**

*(Vendor may attached response, please clearly identify for each response of form)*

**NAME OF VENDOR:** \_\_\_\_\_

**Lump Sum Price** \$ \_\_\_\_\_

The proposal shall include a lump sum cost for the special inspections, as specified for the completion of the project

### **Special Inspection Categories**

#### **A. Soil Inspections**

- |  | <b>Unit Price</b> |
|--|-------------------|
| 1. Nuclear Density Testing (per 8 Hr Day)            | _____             |
| 2. Nuclear Density Testing (4 hrs. or less)          | _____             |
| 3. Footing Bottom Inspection (per 8-hr day)          | _____             |
| 4. Footing Bottom Inspection (4 hrs. or less)        | _____             |
| 5. Gradation (sieve analysis – each)                 | _____             |
| 6. Gradation (wet – each)                            | _____             |
| 7. Hydrometer Analysis (each)                        | _____             |
| 8. Plasticity Index (each)                           | _____             |
| 9. Moisture-Density Relations; Standard Proctor; ea. | _____             |
| 10. Moisture-Density Relations; Modified Proctor ea. | _____             |

#### **B. Concrete Inspections**

- |  | <b>Unit Price</b> |
|--|-------------------|
| 1. Field Inspection (per 8-hr day)   | _____             |
| 2. Field Inspection (4 hrs. or less)   | _____             |
| 3. Field Inspection at Concrete Plant (per inspection)                               | _____             |
| 4. Review Concrete Mix Design  | _____             |
| _____  |                   |
| 5. Concrete Cylinder Compression Testing (per Cyl)<br>(Includes pick-up & lab fees.) | _____             |

#### **C. Concrete Reinforcing Steel Inspections**

- |                                      | <b>Unit Price</b> |
|--------------------------------------|-------------------|
| 1. Field Inspection (per inspection) | _____             |
| 2. Field Inspection (4 hrs. or less) | _____             |

#### **D. Masonry Inspections**

- |  | <b>Unit Price</b> |
|--|-------------------|
| 1. Field Inspection (per 8-hr day)     | _____             |
| 2. Field Inspection (4 hrs. or less)   | _____             |
| 3. Test & Report Mortar Cube Specimens | _____             |
| 4. Grout Prism                         | _____             |
| 5. CMU Compressive Strength            | _____             |

**Request for Proposal - Construction Inspection and Material Testing**

**FEE PROPOSAL - PRICING SUMMARY (Page 2)**

*(Vendor may attached response, please clearly identify for each response of form)*

**NAME OF VENDOR:** \_\_\_\_\_

<b>E. Structural Steel Inspections</b>	<b>Unit Price</b>
1. Field Inspection (per inspection)	_____
2. Certified Welder Inspector	_____
3. Magnetic Particle Testing of Welds	_____
4. Dye-Penetrant Testing	_____
5. Ultrasonic Testing	_____
6. Plant-Ultrasonic Testing Fabrication	_____

\_\_\_\_\_ Shop Inspection (within 60 miles – per visit)

<b>F. Concrete Reinforcing Steel Inspections</b>	<b>Unit Price</b>
1. Field Inspection (per inspection)	_____
2. Field Inspection (4 hrs. or less)	_____

<b>G. Backfilling &amp; Compaction Inspections</b>	<b>Unit Price</b>
1. Field Inspection (per 8-hr day)	_____
2. Field Inspection (4 hrs. or less)	_____
3. Gradation (ASTM-D1140)	_____
4. Sieve Analysis (ASTM D-422)	_____
5. Plasticity (ASTM-D4318)	_____
6. Topsoil Analysis per NJDOT	_____

<b>H. Fire Stopping Inspections</b>	<b>Unit Price</b>
1. Field Inspection (per 8-hr day)	_____
2. Field Inspection (4 hrs. or less)	_____

**Request for Proposal - Construction Inspection and Material Testing**

**FEE PROPOSAL - PRICING SUMMARY (Page 3)**

*(Vendor may attached response, please clearly identify for each response of form)*

**NAME OF VENDOR:** \_\_\_\_\_

<b>I. Miscellaneous Inspections</b>	<b>Unit Price</b>
1. Project Engineering Time (per hr.)	_____
2. Services of a Licensed Professional Engineer (per hr.)	_____
3. Principal of the Firm (per hr.)	_____
4. Project Manager (per hr.)	_____
5. Field Engineer (per hr.)	_____
6. Multi-Disciplined Inspector (per day)	_____
7. Multi-Disciplined Inspector (4 hours or less)	_____

Unit rates are to be all-inclusive, including, but not limited to, travel time, travel expense, generation of field reports and equipment costs for the tests. Unit prices for laboratory tests include field sampling, generation of reports, pick-up and transportation of samples for testing, and administrative charges, U.O.N. Professional Engineer-in-Charge Time supervising technicians are included in the rates.

Where testing requirements are overlapping (such as footing bottom, rebar, and concrete on the same day), the Inspection Firm shall utilize a multi-disciplined inspector to perform the tasks.

**\*\*\*VENDOR PRICING SUMMARY CERTIFICATION\*\*\***

NAME OF VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

DATE: \_\_\_\_\_

**Request for Proposal - Construction Inspection and Material Testing**

**PUBLIC SCHOOL PROJECTS / REFERENCES LIST**

*(Vendor may attached response, please clearly identify for each response of form)*

1. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.) \_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner's Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm's interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_

2. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.) \_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner's Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm's interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_



**Request for Proposal - Construction Inspection and Material Testing**

**PUBLIC SCHOOL PROJECTS / REFERENCES LIST (Continued)**

*(Vendor may attached response, please clearly identify for each response of form)*

3. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.)\_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner's Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm's interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_

4. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.)\_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner's Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm's interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_

**Request for Proposal - Construction Inspection and Material Testing**

**PUBLIC SCHOOL PROJECTS / REFERENCES LIST (Continued)**

*(Vendor may attached response, please clearly identify for each response of form)*

5. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.)\_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner’s Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm’s interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_

6. School District: \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Project Size(Sq. Ft.)\_\_\_\_\_ Project Date(s): \_\_\_\_\_

Owner’s Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approx. Cost of Services: \_\_\_\_\_

Architectural Firm: \_\_\_\_\_

Architectural Firm Address: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of your firm’s interactions with the Architectural Firm on this project:

\_\_\_\_\_

\_\_\_\_\_

# **Request for Proposal - Construction Inspection and Material Testing**

(REVISED 4/10)

## **EXHIBIT A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) N.J.A.C. 17:27 et seq. 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, affection-al 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, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprentice-ship. 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 regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

## **Request for Proposal - Construction Inspection and Material Testing**

### **EXHIBIT A (Cont)**

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 et seq.

**Request for Proposal - Construction Inspection and Material Testing**

**AFFIRMATIVE ACTION STATEMENT**

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

- 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 an 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:

[NJ Department of the Treasury Contract Compliance \(state.nj.us\)](http://state.nj.us)

Click on “AA 302 Employee Information Report”  
Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Purchase and Property  
Contract Compliance and Audit Unit

The complete mailing address may be found on the Instructions page of Form AA-302.

All fees for this application are to be paid directly to the State of New Jersey. A copy of the Employee Information Report and a copy of the check shall be submitted to the Board of Education prior to the execution or award of the contract.

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

Name: \_\_\_\_\_

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

Title \_\_\_\_\_ Date \_\_\_\_\_

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

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

# Request for Proposal - Construction Inspection and Material Testing

(REVISED 11/08)

***To be completed, signed below & returned with the proposal***

## **VENDOR QUESTIONNAIRE & CERTIFICATION FORM**

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

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

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

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

FEIN: \_\_\_\_\_ Number of Employees \_\_\_\_\_

### **VENDOR CERTIFICATION**

#### **Direct/Indirect Interests**

I declare and certify that no member of the Board of Education of the Special Services School District and Technical School District of the County of Cape May, 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 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 Board of Education of the Special Services School District and Technical School District of the County of Cape May.

#### **Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:16A-6.3(a1-4) concerning vendor contributions to school board members.

#### **Debarment Certification**

I certify that my company and any person employed by my company, nor any affiliates are not debarred from contracting with a Federal Government Agency, nor debarred from contracting with the State of New Jersey

*I certify that I am not an official or employee of the Board of Education of the Special Services School District and Technical School District of the County of Cape May.*

*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**

## Request for Proposal - Construction Inspection and Material Testing

***To be completed, signed below & returned with the proposal***

### ASSURANCE OF COMPLIANCE

#### **Contact with Students**

There may be times during the performance of this contract, when a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide all students and staff members with a safe educational environment. To this end, the district is requiring all respondents to sign a statement of Assurance of Compliance, acknowledging the respondent's understanding of the below-listed requirements and further acknowledging the respondent's assurance of compliance with those listed requirements.

#### **Anti-Bullying Reporting--Requirement**

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

#### **Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement**

When applicable, the contracted service provider shall provide to the school district prior to commencement of the contract, evidence or proof that each employee assigned to provide services and whose position involves **regular contact** with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. Reference NJDOE Broadcast 9/9/19

#### **Pre-Employment Requirements**

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education, Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

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

Name of Authorized Representative \_\_\_\_\_

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

**Request for Proposal - Construction Inspection and Material Testing**

***To be completed, signed below & returned with the proposal***

**NON-COLLUSION AFFIDAVIT**

Re: Proposal for the Board of Education of the Special Services School District and Technical School District of the County of Cape May

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 Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the Special Services School District and Technical School District of the County of Cape May relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

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

\_\_\_\_\_  
(Print Name of Contractor/Vendor)

Subscribed and sworn to: \_\_\_\_\_  
**(SIGNATURE OF CONTRACTOR/VENDOR)**

before me this \_\_\_\_\_ day of \_\_\_\_\_,  
Month Year

\_\_\_\_\_  
**NOTARY PUBLIC SIGNATURE**

\_\_\_\_\_  
Print Name of Notary Public

My commission expires \_\_\_\_\_  
Month Day Year

- Seal -

- Stamp -



## Request for Proposal - Construction Inspection and Material Testing

### STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Re: Proposal for the Board of Education of the Special Services School District and Technical School District of the County of Cape May. RFP Date: **Thursday, November 14, 2024**

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

<input type="checkbox"/>	<u>Corporation--</u>	<input type="checkbox"/>	<u>Limited Partnership--</u>
<input type="checkbox"/>	<u>Partnership--</u>	<input type="checkbox"/>	<u>Limited Liability Corp.--</u>
<input type="checkbox"/>	<u>Sole Proprietorship--</u>	<input type="checkbox"/>	<u>Limited Liability Partnership--</u>
<input type="checkbox"/>	<u>Subchapter S Corp.--</u>	<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 BID.** In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

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

Address \_\_\_\_\_

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

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

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

*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 and signed below***

# Request for Proposal - Construction Inspection and Material Testing

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

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

Our firm, \_\_\_\_\_, is organized

---

---

Names of Principals

Title

---

---

---

---

---

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

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

—  
\_\_\_\_\_

***Address*** \_\_\_\_\_

\_\_\_\_\_

***City, State, Zip*** \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_

***SIGNATURE:*** \_\_\_\_\_

# Request for Proposal - Construction Inspection and Material Testing

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

### Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

### Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form.

<u>Contributor Name</u>	<u>Recipient Name</u>	<u>Date</u>	<u>Dollar Amount</u>
			\$

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

**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. 19:44a-20.26.

# **Request for Proposal - Construction Inspection and Material Testing**

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

### **County Name: Cape May**

State: Governor, and Legislative Leadership Committees

Legislative District #: 1,

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):

Avalon Borough	North Wildwood City	West Wildwood Borough
Cape May City	Ocean City	Wildwood City
Cape May Point Borough	Sea Isle City	Wildwood Crest Borough
Dennis Township	Stone Harbor Borough	Woodbine Borough
Lower Township	Upper Township	
Middle Township	West Cape May Borough	

Boards of Education (Members of the Board):

Avalon Borough	Middle Township	West Cape May Borough
Cape May City	North Wildwood City	West Wildwood
Cape May Point	Ocean City	Wildwood City
Dennis Township	Sea Isle City	Wildwood Crest Borough
Lower Cape May Regional	Stone Harbor Borough	Woodbine Borough
Lower Township	Upper Township	Weymouth Township

Fire Districts (Board of Fire Commissioners):

Dennis Township Fire District No. 1  
Dennis Township Fire District No. 2  
Dennis Township Fire District No. 3  
Lower Township Fire District No. 1  
Lower Township Fire District No. 2  
Lower Township Fire District No. 3  
Middle Township Fire District No. 1  
Middle Township Fire District No. 2  
Middle Township Fire District No. 3  
Middle Township Fire District No. 4  
Upper Township Fire District No. 1  
Upper Township Fire District No. 2  
Upper Township Fire District No. 3  
Upper Township Fire District No. 4

## **Request for Proposal - Construction Inspection and Material Testing**

### **IRAN DISCLOSURE OF INVESTMENT ACTIVITIES FORM N.J.S.A. 18A:18A-49.4**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. 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 bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

**Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the proposal shall be cause for rejection of the proposal.**

**Request for Proposal - Construction Inspection and Material Testing**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_

**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury’s Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

**CHECK THE APPROPRIATE BOX**

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_

Relationship to Vendor/ Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_

Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

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

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