

RIDGEWOOD BOARD OF EDUCATION

**Request for Proposal
RFP**

Architect of Record

**TECHNICAL
SPECIFICATIONS**

Julie Kot
School Business Administrator/Board Secretary

REQUEST FOR PROPOSALS – RFP-2023

FOR ARCHITECT OF RECORD SERVICES

November 20, 2023

NOTICE is hereby given that the Ridgewood Board of Education is accepting sealed Proposals for an Architect of Record Services contract until **11:00 a.m. on December 15, 2023**. Proposals should be submitted on the required forms, in a sealed envelope labeled **Architect of Record Services Contract** and delivered to the Office of the Business Administrator as provided below:

Ridgewood Board of Education
Attn: Julie Kot, Business Administrator
49 Cottage Place
Ridgewood, NJ 07451

The Board assumes no responsibility for proposals that are improperly mailed or misdirected.

Upon release of this Request for Proposals (RFP), all Proposer communications concerning this **information request must be directed in writing no later than 3:00 p.m. on November 29, 2023** to the Business Administrator, who is the only authorized contact person for the RFP. Any contact with anyone other than with the Business Administrator or lobbying regarding this RFP with any elected, appointed official or employee of the school district can and shall result in disqualification. Any oral communications shall be considered unofficial and non-binding on the School District. To request a copy of the RFP please contact:

Name: Julie Kot, Business Administrator
Address: 49 Cottage Place
Ridgewood, NJ 07451
Telephone: (201) 670-2700
E-mail: jkot@ridgewood.k12.nj.us

All interested Proposers must use and complete all forms and must comply with every requirement contained in the RFP.

Pursuant to N.J.S.A. 52:32-44 all proposals should be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue and Enterprise Services. The Proposer must provide its Business Registration Certificate prior to award of the contract.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The contract shall be awarded to the Proposer whose proposal is determined to be the most advantageous to the District, price and other factors considered. The contract will be awarded in accordance with the Competitive Contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. The Ridgewood Board of Education reserves the right to waive any and all minor immaterial guidelines and requirements herein and to reject all Proposals in accordance with the Public School Contracts Law N.J.S.A 18A:18A-22. All interested Proposers are required to comply with the requirements of N.J.S.A. 10:2-1 et seq., "The Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. No vendor who is listed on the State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Vendors shall be eligible to submit a proposal.

Background

The Ridgewood Board of Education ("Board" or "Board of Education" or "Owner") operates a K through 12 public school district providing educational services to approximately 5,800 students, and is comprised of ten schools and an administrative/central office building. Further information may be obtained by visiting the school district's website at www.Ridgewood.k12.nj.us, or contact the Business Administrator/Board Secretary.

Architect's Responsibilities

- A. The Architect ("Architect" or "respondent" or "contractor") as Architect of Record, shall provide all professional and consulting architectural services and technical direction as requested by the Board from time to time. Additionally, the Architect will be requested to perform such architectural services including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county, and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and approval of plans, responses to bids, etc. and all services related to the pre-construction, construction and closeout phases of designated projects. The Architect may also be requested to amend the District's Long Range Facilities Plan.
- B. The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts. The Architect must provide a contract phone number for assistance in resolving problems which may arise on an emergent basis and is expected to return such emergent calls within two (2) hours.
- C. The Architect shall be licensed or authorized to practice in New Jersey and must have a minimum of ten (10) years' experience in providing architectural services for New Jersey

public schools, including programming, design, cost estimating, preparation of construction documents, bid development, bid evaluation, construction administration, final inspection and project acceptance and shall preferably have experience working with the Federal Emergency Management Agency ("FEMA").

Fee Proposal

The Board of Education requests that all respondents provide hourly billing rates for employees who may be assigned to provide services to the Board. If a position is not listed on the fee proposal, please include the position in the area provided. This provision shall not be read so as to preclude any respondent from providing an alternative fee arrangement for Architect of Record services.

Each respondent is requested to provide a fee proposal for individual projects which may be based on either a flat fee, an hourly rate with an amount not to exceed, or a percentage for project(s) based on awarded amount by the district or any combination thereof.

In the event that the respondent determines that the services for consultants (e.g. engineers) are necessary on any particular project assigned by the Board, the amount billed by the architect to the Board for such services shall not exceed multiple of 1.10 times the amount billed to the architect for said reimbursable expense.

Fees for reimbursable expenses shall not exceed the actual cost to the architect.

Contract Period

The initial term of the contract for Architect of Record shall be for one (1) year from the Board's award of the contract.

Termination

Either party may terminate the Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement.

The Board may terminate the Agreement upon not less than fourteen days' written notice to the Architect for the Board's convenience and without cause.

Form of Agreement

In the event that the Board assigns a particular project to the architect, the form of agreement for the project will be the AIA Document B102 and B201, 20017 Edition, as modified by the Board. In the event any provisions of the Agreement conflict in whole or part with the Architect's proposal, the inconsistency shall be resolved by an interpretation which is most favorable to the Board and which imposes the greater obligation upon the Architect.

References

The respondent shall provide a list of the Architect's projects, including projects completed in at least three (3) separate school districts, in which the respondent is currently the Architect of Record or which the respondent completed within the last two (2) years. Include the name of the school district, name and telephone number of contact person, architect responsible for the project, cost of the project and cost of change orders.

List the names, addresses and telephone numbers of the construction managers with whom you have worked.

List all construction companies, construction managers and professional consulting firms, which are utilized by your firm and in which any principal and/or employee of your firm has a financial interest.

List the caption(s) of any and all actions which have been filed against you, either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

Requirements Pursuant to Section 15 of the "Educational Facilities Construction and Financing Act"

The Architect shall provide all services in strict accordance with the rules promulgated by the New Jersey Department of Education, the New Jersey Department of Community Affairs, the New Jersey Department of Environmental Protection, the New Jersey Schools Development Authority (hereinafter referred to as "SDA"), the County of Bergen and the Village of Ridgewood, New Jersey and all other governmental authorities with jurisdiction over the school facilities project. The Board may seek funding for a Project under Section 15 of the Educational Facilities Construction and Financing Act.

The Contract between the Board and the Architect, as well as any contracts between the Architect and its consultants, shall include a clause stating that the contracted party may be debarred, suspended or disqualified from contracting and/or working on the school facilities project if the contracted party commits any of the acts listed in N.J.A.C. 17:19-4.1 et seq. or any applicable regulation issued by the SDA.

All mandatory language required pursuant to the terms of the grant agreement shall be deemed incorporated herein.

Laws

The Architect shall comply with all applicable laws, statutes, regulations, and ordinances and any other rule issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey. Any and all claims, disputes or other matters in question between the Board and the Architect arising out of or relating to this Agreement or alleged breach thereof, shall be subject to and determined by a court of competent jurisdiction venued in the County of Bergen.

Award of Contract and Evaluation

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date proposals are opened. The contract, if awarded, shall be awarded to the respondent who submits the most advantageous proposal based on price, the qualifications of the Architect and other factors considered. The evaluation will consider, among other factors:

I. Qualifications (30%):

1. Does the Architect's proposal demonstrate a clear understanding of the scope of services and related objectives?
2. Is the Architect's proposal complete and responsive to the specific RFP requirements?
3. Has the Architect's past performance of the Architect's been documented and verified?
4. Does the Architect's proposal reflect that the Architect is well versed in all applicable requirements and practices?
5. Does the Architect maintain licensed and qualified professional staff in numbers sufficient to ensure timely and accurate response to the Board?
6. Does the Architect have experience in school construction, grant applications, and FEMA applications?

II. Management Criteria (30%):

A. Management:

1. Will the Architect provide all services in a timely fashion to meet the Board's needs?
2. Will a principal of the Architect be available to attend Board meetings when requested?
3. How is work distributed among the Architect's staff, if there are principals and associates?

B. History and experience in performing the work:

1. Does the Architect document a record of reliability of timely response?
 2. Does the Architect demonstrate a track record of reliable and competent service?
 3. Does the Architect document industry experience?
 4. Does the Architect have a record of moral integrity?
- C. Availability of personnel, facilities, equipment and other resources:
1. To what extent does the Architect rely on in-house resources as opposed to contracted resources?
 2. Are the availability of in-house and contract resources documented?
- D. Qualification and experience of personnel:
1. Documentation of experience in performing similar work by employees and when appropriate, sub-consultants.
 2. Documentation of oversight and mentoring of newer/inexperienced employees.

III. Cost Criteria (40%):

- A. Cost of services to be performed:
1. Relative cost: How does the fee schedule compare to other similarly scored proposals?
 2. Full explanation: Is the price and its component charges adequately explained or documented?
- B. Architect's financial stability and strength:
1. Does the Architect have sufficient financial resources to meet its obligations?

Firms may be requested to make a formal presentation to the Board, and the Board may, at its discretion, conduct interviews with potential firms prior to making a formal award.

Law Against Discrimination

During performance of this contract, the Architect and his sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Architect may be rescinded if the Architect fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

Indemnification

Architect shall be responsible for all damage to life and property due to negligent activities of Architect, its sub-consultants, subcontractors, agents or employees, in connection with its performance of professional services under this Agreement. Architect specifically agrees that its sub-consultants, subcontractors, agents or employees shall possess the experience and knowledge necessary to qualify them individually for the particular duties they perform. Moreover, Architect shall indemnify and save harmless the Owner from and against all losses, claims, demands, payments, suits, damages, including reasonable attorneys' fees, recoveries and judgment brought or recovered against it by reason of any error, omission or negligent or intentional act of Architect, its agents, employees, subcontractors or sub-consultants in its performance of professional services under this Agreement, including, but not limited to, any errors in or omissions from the Project Drawings and Specifications.

Insurance

Prior to the commencement of this Agreement, the Architect shall furnish certificates of insurance from an insurance company licensed to do business in the State of New Jersey and rated as "A" or better by A.M. Best Company, to the Owner establishing that it has personal and professional liability, property damage and workers' compensation insurance coverage in amounts no less than the amounts set forth below:

- 1. Workers Compensation: (in accordance with the laws of New Jersey and any other jurisdiction required to protect employees of the Board and any and all contracted parties who will be engaged in the performance of the work on this Project)

Applicable Federal, State: Employers' Liability	Statutory \$ 500,000.00 each accident
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- 2. Comprehensive General Liability and Comprehensive Automobile Liability as follows:

- a) Bodily Injury:

	Each Occurrence	\$1,000,000.00
b)	Property Damage: (Including Completed Operations Broad Form) Each Occurrence	\$1,000,000.00
c)	Personal Injury (with Employment Exclusion Deleted): Each Occurrence	\$1,000,000.00
d)	Automobile Liability (Owned, Non-owned, and Hired/Combined Single Limit) Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
3.	Professional Liability:	\$1,000,000/\$3,000,000
4.	Excess Umbrella Liability:	\$4,000,000.00
	Excess liability shall have a drop-down provision to cover over \$100,000 of Employer's Liability section of Workers Compensation listed above.	
5.	Contractual Liability Endorsement:	\$1,000,000.00
6.	Completed Operations & Products Liability:	\$1,000,000.00

Full coverage must be provided for the Architect, its agents and employees, the Owner, its agents and employees, any sub consultant or subcontractor and any member of the public who may be injured or suffer damage from any act of the Architect and its employees and agents. The Owner shall be named as an additional insured on all insurance policies, except professional liability.

All policies must incorporate a provision requiring the giving of notice to the Owner and the New Jersey Schools Development Authority, if applicable, by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or nonrenewal of such policies. Professional liability coverage must be maintained for a period of five (5) years after the date of final completion or for such term as is commercially available.

Stockholder or Partnership Disclosure Statement

Pursuant to N.J.S.A. 52:25-24.2, all forms of corporations and partnerships including limited partnerships, limited liability corporations, limited liability partnerships and subchapter S corporations shall submit a statement with its bid which sets forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more

of that corporation's stock or the individual partners owning 10% or greater interest in that partnership 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 has been listed.

Any Architect whose stockholders or partners own less than ten percent (10%) of the stock shall certify such fact to the Board.

A form affidavit is included as part of the RFP documents.

Non-Collusion Affidavit

Each Architect must execute and submit as part of the proposal a "Non-Collusion Affidavit" that at a minimum shall attest that:

- A. The Architect has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;
- B. All statements made in the proposal are true and correct and made with the full knowledge that the Board of Education relies upon the truth of those statements in awarding the contract; and
- C. No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee.

A form affidavit of non-collusion is included as part of the RFP documents and must be completed by the respondent.

Disclosure of Investment in Iran

Pursuant to N.J.S.A. 18A:18A-49.4, 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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, she/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 person or entity.

Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the firm may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the firm's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4), please note the following:

A. Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

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, c.83 (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.

B. Pursuant to N.J.A.C 6A:23A-6.3 (a2,3) contributions during term of contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (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.

C. Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All firms shall submit with their proposal a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the District to determine whether the firm is in compliance with the law.

Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, firms are required to submit a Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue at least ten (10) days prior to the award of the contract. 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:

- A. No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers). Subcontractors must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- B. The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the Board, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- C. For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, 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, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Board from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

CHECKLIST

The forms, as noted below, must be properly completed and submitted with the proposal. Failure to provide any item(s) noted below may cause disqualification of the proposal in accordance with the law.

- Fee Proposal (Architect provides)

- References

- Affirmative Action - Exhibit A (attached)

- Stockholder or Partnership Disclosure Statement (attached)

- Affidavit of Non-Collusion (attached)

- Disclosure of Investment Activities in Iran (attached)

- Political Contribution Disclosure Form (attached)

- Business Registration Certificate (Architect provides)

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

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not 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 regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

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

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of 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.**

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

**AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION
FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS**

- i) DO YOU HAVE FEDERAL APPROVAL? Yes ___ No _____
This means a letter from a Federal Agency stating the firm's name and address as having submitted their Affirmative Action Plan and their plans being approved.
If yes, please submit a copy.
- ii) DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL?
Yes ___ No _____
If yes, please submit a copy of this certificate.
- iii) IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance I certify that our firm has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

_____ being duly sworn, according to law, deposes and says that he is a duly authorized representative of the firm, _____ . I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the firm is in compliance with the requirements therein. I hereby agree that the firm shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE _____ NAME _____

DATE _____ TITLE _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

AFFIDAVIT OF NONCOLLUSION

STATE OF _____)

ss:

COUNTY OF _____)

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

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

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

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

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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c.25 ("Chapter 25 List"). The Chapter 25 list may be found at the following address: <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Firms **must** review this list prior to completing the below certification. In the event the Board determines that the firm has submitted a false certification, it shall report same to the New Jersey Attorney General and retains the right to file an action seeking the greater of One Million Dollars (\$1,000,000) or twice the contract price.

Please check one of the following boxes:

I certify, pursuant to Public Law 2012, c. 25, that neither the firm listed below nor any of the firm's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's 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 firm and/or one or more of its parents, subsidiaries, or affiliates is listed on the 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. Failure to provide same will result in the Bid being deemed non-responsive and appropriate penalties or fines may be assessed.

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 Bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE. PLEASE PROVIDE THOROUGH ANSWERS AND USE ADDITIONAL PAGES IF NECESSARY.

Name: _____

Relationship to Firm: _____

Description of Activities: _____

Duration of Engagement: _____

Anticipated Completion Date: _____

Firm 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 below-referenced person or entity. I acknowledge that the Board 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 contracts with the Board to notify the Board 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 agreements(s) with the Board and that the Board at its option may declare contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

Firm: _____

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

Notary Public of _____

My Commission expires ___/___/20__

POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

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

I am _____ of the firm of _____, the firm making the proposal for these services. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board during the preceding one (1) year shall be awarded a contract in excess of \$17,500.

B. Any business entity doing business with the District is precluded from making any reportable contributions to any member of the Board during the term of the Contract.

C. When a business entity is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (hereinafter referred to as "PCD") form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office with the proposal. Failure to submit the PCD shall result in the rejection of the proposal. A Sample Form is included as part of the bidding documents and must be completed by the bidder.

I aver that no reportable contributions have been made by the Firm in violation of the provisions set forth in N.J.A.C. 6A:23A-6.3. The Firm shall submit a completed PCD form to the Board office with its proposal.

SIGNATURE ON THE FOLLOWING PAGE

Sworn to and subscribed
to this _____ day of
_____, 20__

By: _____
Signature of Principal

(Name)

Notary Public of New Jersey

(Title)

My Commission expires __/__/

Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company, Partnership or Organization:

Signed: _____ **Title:** _____

Print Name: _____ **Date:** _____

Circle One of the Following Which Applies:

(A) The Company, Partnership or Organization is the Vendor;

or

(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the Vendor.

*Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.

**Individual Certification of Compliance
with Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) Any candidate committee and/or election fund of the Governor;**
- b) A State political party committee;**
- c) A legislative leadership committee;**
- d) A county political party committee; or**
- e) A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: _____

Print Name: _____ Date: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

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

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

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

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

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

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

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

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

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

This form or its permitted facsimile must be submitted to the Board with the proposal

Part I – Vendor Information

Firm Name:			
Address:			
City:		State:	Zip:

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

Signature

Printed Name

Title

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 \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

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

County Name: Bergen

State: Governor, and Legislative Leadership Committees

Legislative District #: 32, 35, 36, 37, 38, 39, 40

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

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

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

Allendale Borough

Alpine Borough

Bergenfield Borough

Bogota Borough

Carlstadt Borough

Cliffside Park Borough

Closter Borough

Cresskill Borough

Demarest Borough

Dumont Borough

East Rutherford Borough

Edgewater Borough

Elmwood Park Borough

Emerson Borough

Englewood City

Englewood Cliffs Borough

Fair Lawn Borough

Fairview Borough

Fort Lee Borough

Franklin Lakes Borough

Garfield City

Glen Rock Borough

Hackensack City

Harrington Park Borough

Hasbrouck Heights Borough

Haworth Borough

Hillsdale Borough

Ho-Ho-Kus Borough

Leonia Borough

Little Ferry Borough
Lodi Borough
Lyndhurst Township
Mahwah Township
Maywood Borough
Midland Park Borough
Montvale Borough
Moonachie Borough
New Milford Borough
North Arlington Borough
Northvale Borough
Norwood Borough
Oakland Borough
Old Tappan Borough
Oradell Borough
Palisades Park Borough
Paramus Borough
Park Ridge Borough
Ramsey Borough
Ridgefield Borough
Ridgefield Park Village
Ridgewood Village
River Edge Borough
River Vale Township
Rochelle Park Township
Rockleigh Borough
Rutherford Borough
Saddle Brook Township
Saddle River Borough
South Hackensack Township
Teaneck Township
Tenafly Borough
Teterboro Borough
Upper Saddle River Borough
Waldwick Borough
Wallington Borough
Washington Township
Westwood Borough
Woodcliff Lake Borough
Wood-Ridge Borough
Wyckoff Township

Boards of Education (Members of the Board):

Allendale Borough
Alpine Borough
Bergenfield Borough
Bogota Borough
Carlstadt Borough
Carlstadt-East Rutherford
Cliffside Park Borough
Closter Borough
Cresskill Borough
Demarest Borough
Dumont Borough
East Rutherford Borough
Edgewater Borough
Elmwood Park
Emerson Borough
Englewood Cliffs Borough
Fair Lawn Borough
Fairview Borough
Fort Lee Borough
Franklin Lakes Borough
Garfield City
Glen Rock Borough
Hackensack City
Harrington Park Borough
Hasbrouck Heights Borough
Haworth Borough
Hillsdale Borough
Ho Ho Kus Borough
Leonia Borough
Little Ferry Borough
Lodi Borough
Lyndhurst Township
Mahwah Township
Maywood Borough
Midland Park Borough
Montvale Borough
Moonachie Borough
New Milford Borough
North Arlington Borough
Northern Highlands Regional

Northern Valley Regional
Northvale Borough
Norwood Borough
Oakland Borough
Old Tappan Borough
Oradell Borough
Palisades Park
Paramus Borough
Park Ridge Borough
Pascack Valley Regional
Ramapo-Indian Hill Regional
Ramsey Borough
Ridgefield Borough
Ridgefield Park Township
Ridgewood Village
River Dell Regional
River Edge Borough
River Vale Township
Rochelle Park Township
Rockleigh
Rutherford Borough
Saddle Brook Township
Saddle River Borough
South Hackensack Township
Teaneck Township
Tenafly Borough
Teterboro
Upper Saddle River Borough
Waldwick Borough
Wallington Borough
Westwood Regional
Wood Ridge Borough
Woodcliff Lake Borough
Wyckoff Township

Fire Districts (Board of Fire Commissioners):

None

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- Sole Proprietorship (skip Parts III and IV)
 Non-Profit Corporation (skip Parts III and IV)
 For-Profit Corporation (any type)
 Limited Liability Company (LLC)
 Partnership
 Limited Partnership
 Limited Liability Partnership (LLP)
 Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <type of contracting unit> , permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization

Section A (Check the Box that applies)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	

OR

<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
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Section B (Skip if no Business entity is listed in Section A above)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Physical Address	

OR

<input type="checkbox"/>	<p>No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.</p>
--------------------------	---

Section C – Part III Certification

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities

Section A

<input type="checkbox"/>	<p>Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.</p>
--------------------------	---

Name of Business Entity	Physical Address

****Add additional sheets if necessary****

OR

<input type="checkbox"/>	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.
--------------------------	---

Section B (skip if no business entities are listed in Section A of Part IV)

<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).
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Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Physical Address

Add additional Sheets if necessary

OR

<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.
--------------------------	--

Section C – Part IV Certification

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

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