

EAST ORANGE SCHOOL DISTRICT
TEST MANAGEMENT SOFTWARE
RFP #2778

DUE: THURSDAY, MARCH 23, 2017
12:00 P.M.

Craig Smith
Purchasing Agent

Victor Demming
Board Secretary/SBA

EAST ORANGE SCHOOL DISTRICT

"Rising to a Standard of Excellence"

Division of Business Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the **Board of Education of East Orange, Essex County, New Jersey**, for the following service:

Test Management Software RFP #2778

Proposals for the above will be received by the Board of Education at the Office of Business Administration, 199 4th Avenue, East Orange, New Jersey until 12:00 p.m. (prevailing time) on **Thursday, March 23, 2017**, at which time they will be publicly opened.

Bid documents and forms may be obtained from the Office of Business Administration, East Orange Board of Education 199 4th Avenue, East Orange, NJ, or by logging onto our website at www.eastorange.k12.nj.us. Proposals must be submitted on standard forms supplied by the Board of Education. All blank spaces must be filled in by typewriter or in ink in a legible manner. Any and all changes (cross out, white out, or write over) must be initialed by the vendor. Proposals should be submitted in sealed envelopes, **BEARING ON THE OUTSIDE THE NAME OF THE PROJECT**. The envelopes shall also bear the name and address of the proposer. If forwarded by mail, the sealed envelope containing the proposal, marked as heretofore directed, must be enclosed in another envelope properly addressed. All proposals must be received at the Office of Business Administration, 199 4th Avenue, East Orange, NJ, prior to the opening date and time. No responsibility shall be attached to any person or persons for the premature opening of any bid not properly endorsed.

Per Chapter 33, Laws of 1977, bidders must submit lists of names and addresses of stockholders or partners owning ten percent (10%) or more of the corporation or partnership.

The East Orange Board of Education is an affirmative action employer and pursuant to the Federal and State regulations (Executive Order I 1246 as amended and N.J.S.A 18:36-20) we must advise you of our intent to negotiate business only with other affirmative action employers. All contractors and subcontractors with whom we contract are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

The Board of Education reserves the right to reject any or all proposals, and to waive informalities in the proposal, if it is in their interests to do so. No proposals shall be withdrawn within thirty (30) calendar days after the actual opening thereof.

BY ORDER OF THE EAST ORANGE BOARD OF EDUCATION

**Contact Person: Craig Smith
Purchasing Agent
973-266-5742**

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**
199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

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Mr. Jenabu C. Williams, MPA-Vice President
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Superintendent of Schools

Dr. Kevin R. West

Board Secretary/School Business Administrator

Mr. Victor R. Demming

LIST OF BIDDING REQUIREMENT FORMS

GOODS AND SERVICES

The following forms should be completed for all bids. Please examine your documents carefully prior to submitting your bid. In the event that any form is missing, please contact the Division of Business Services, Purchasing Department of the East Orange Board of Education.

- | | | |
|----|--|---|
| 1 | Affidavit of Non-Collusion | — |
| 2 | Affirmative Action Compliance Notice | — |
| 3 | Affirmative Action Policy | — |
| 4 | Affirmative Action Affidavit | — |
| 5 | Exhibit A (Mandatory Affirmative Action Language) | — |
| 6 | Stockholder Disclosure Certification | — |
| 7 | Americans with Disabilities Act of 1990 | — |
| 8 | Business Registration Certificate Information | — |
| 9 | Affidavit of Non-Default | — |
| 10 | Accts Payable Process | — |
| 11 | Acknowledgment of Addenda | — |
| 12 | Contractor's Insurance Information | — |
| 13 | Information Showing Qualifications for Work | — |
| 14 | Disclosure of Investments in Activities in Iran Form | — |

Failure to complete and submit all of the above information may result in your bid being nullified.

Print Name of Bidder: _____ Date: _____

Signed By: _____

Print Name & Title: _____

East Orange School District (EOSD) is soliciting proposals in order to establish a contract with a qualified, experienced and reliable vendor, with an understanding of the emerging field of formative assessment, and the creativity and innovation to design high-quality tools that support instruction. Familiarity with Partnership for Assessment of Readiness for College and Careers (PARCC), Common Core Standards, Next Generation Science Standards, and New Jersey Student Learning Standards (NJSLS) is important. The primary purpose for these tools is to assess student learning and provide educators with instructionally useful information related to how students demonstrate proficiencies and to provide that information at an appropriate level of detail and specificity to supplement a teacher's current understanding of student proficiency. The tools are envisioned to be online, curriculum aligned assessments and performance tasks that provide actionable information for the teacher, school administrator and central office staff.

Proposals should be based on 22 schools and approximately 10,000 students. The highest rated proposals will be required to demonstrate their program as a date to be determined.

The Assessment System shall be fully integrated with the capabilities to store and administer formative assessments. The fully integrated system must allow for EOSD staff to create and enter tests and items of its own and well as be interoperable other electronic assessment item repositories.

The proposed solution shall include the following REQUIRED CRITERIA:

- Storing a variety of assessment tasks and performance-based tasks aligned with Common Core and/or NJSLS.
- Include technology-enhanced, interactive assessment item types.
- Allowing for online administration of tasks
- Allowing students to access and respond to tasks and upload evidence to be scored
- Providing standards-based reporting
- Ensuring that State-procured tasks are able to upload successfully into the system.
- Providing scores and score reports based on test taker responses.
- Providing supporting documentation of student growth for Student Learning Outcomes (SLOs)
- Fostering feedback that is crucial to the formative assessment process.
- Includes on reports as well as PDF and Excel or CSV formats that can be downloaded.
- Includes professional development and support for implementation with student use by September 2017.
- Integrate nightly with or student information system, Focus.

The proposed solution should include many of the following PREFERRED CRITERIA:

- Provide a variety of PARCC-like accommodations and accessibility features.
- Providing a data dashboard with the ability to visually represent raw data in the form of pie charts, line graphs, bar graphs, tables, etc.
- Providing immediate online score reports at the district, school, classroom, teacher, student and parent levels

- Provide a data warehouse for storing a variety of key performance indicators.
- Incorporate a computer adaptive assessment component.
- Allowing for role-based access to enable the export of assessment results data
- Allowing for teachers to print and administer paper and pencil versions of tasks
- Providing a crowd-sourcing feature for all teachers to rate assessment tasks
- Enabling educators with a single sign-on feature to access all system components
- Enabling schools and teachers to collaboratively create and share assessment tasks and rubrics to score student work.
- The vendor's call center is located in the U.S. and provides technical support during school hours.
- Technical support is available via toll-free telephone, live chat, and e-mail.

The factors for considering the proposal will be as follows:

- Responsiveness to the District's Requirement-25%
- Qualifications and Experience-30%
- Methodology of Approach/Proposed Project Plan to Implement Services-25%
- Cost-20%

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

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

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid entitled
_____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____

_____ relies upon the truth of the statements contained in said
(name of contracting unit)
proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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 or bona fide established commercial or selling agencies maintained by
_____.

Subscribed and sworn to

before me this day

_____, 20_____

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EAST ORANGE SCHOOL DISTRICT
EAST ORANGE, NEW JERSEY

P.L. 1975 C. 127

AFFIRMATIVE ACTION POLICY - STATE OF NEW JERSEY

Check the Appropriate Box

Fifty [50] or more employees in the entire firm or corporation

Less than fifty [50] employees in the entire firm or corporation [see next page]

FOR FIRMS OF FIFTY [50] OR MORE EMPLOYEES

Indicate on the applicable lines below whether you have met any criteria for compliance with the New Jersey Affirmative Action regulations. One of the following three must be checked:

___ A Federal Certificate of approval has been received. [Proof of this will be required at time of award]

___ A New Jersey Affirmative Action Certificate of Approval has been received; the number is _____ [Please enclose a copy]

___ Neither of the above. In this case, an Employee Information Report [Form AA302] must be completed and returned to the East Orange Board of Education with seven [7] days after receipt of notification of intent to award contract or receipt of contract, whichever is sooner. The East Orange Board of Education will make the form available to you.

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

Firm Name: _____

Signature: _____

Title: _____

Date: _____

Name of Bid: _____

FOR FIRMS OF LESS THAN FIFTY [50] EMPLOYEES

Vendors of less than fifty [50] employees are required to complete an affidavit of Affirmative Action. If during the term of the contract the firm's workforce increases to fifty [50] or more employees, the East Orange Board of Education shall be notified. At this time, an Employee Information Report [Form AA302] must be completed and returned to the East Orange Board of Education.

AFFIRMATIVE ACTION AFFIDAVIT

[to be completed by firms with less than fifty [50] employees]

STATE OF NEW JERSEY

SS:

COUNTY OF ESSEX

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

1. I am, [president, partner, owner] of the firm of _____ a bidder making a proposal upon the above named project.
2. _____ does not have fifty [50] employees or a more inclusive of all officers and employees of every type.
3. I am familiar with the Affirmative Action requirements of P.L. 1975, c 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
4. _____ has complied with all the Affirmative Action requirements of the State of New Jersey including those required by P.L. 1975, c 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____ of _____, until an Affirmative Action plan is approved, I am also aware that the contract may be terminated and the _____ may be debarred from all public contracts, for a period of up to five [5] years.
5. In the event my workforce increases to fifty [50] employees, I must contact the State Affirmative Action Office and complete an Employee Information Report.

Sworn to and subscribed before _____
Signature of Authorized Representative

me this _____ day of _____

20_____
Name & Title

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., 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 limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (con't)

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.

FIRM NAME: _____

OFFICER OF COMPANY: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

EAST ORANGE SCHOOL DISTRICT

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- OR**
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

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

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

“Rising to a Standard of Excellence”

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the EAST ORANGE BOARD OF EDUCATION, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

SIGNATURE: _____ DATE: _____

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BUSINESS REGISTRATION CERTIFICATE

All businesses must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey.

Pursuant to NJSA 52:32-44, vendors providing goods or services to the State of New Jersey must be registered with the NJ Dept. of the Treasury, Division of Revenue, Effective September 1, 2004, pursuant to an amendment to NJSA 52:32-44, State and Local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the contractor has provided a copy of this business registration certificate (or interim registration) prior to receiving a signed contract.

As mandated by this bill, failure to submit a copy of the Business Registration Certificate within the bid proposal may be cause for rejection of the bid proposal.

This statute also makes contract vendors responsible for the business registration for subcontractors. Specifically, the law prohibits contractors from entering into a contract with a subcontractor who has not provided the contractor a copy of its business registration certificate. In addition, the law requires contractors to submit this registration certificate. In addition, the law requires contractors to submit these registration forms to the public body for filing along with the other procurement documents related to the contract.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation I the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c.30 (N.J.S.A. 54-32-B-1 et seq.) on all their sales of tangible personal property delivered into the State. This requirement shall apply to all contracts awarded on and after September 1, 2004.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730 or register with the Division of Revenue at the following web site:

<http://www.state.nj.us/treasury/purchase/busreg.htm>

"Rising to a Standard of Excellence"

AFFIDAVIT OF NON-DEFAULT

STATE OF :
 :
COUNTY OF :

The undersigned, being duly sworn according to law, deposes and says that, as the party making the foregoing Proposal; I certify as follows:

1. That all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.
2. That I have not experienced defaults or noncompliance under any contract for the State of New Jersey or any other governmental agency with, which I have contracts.
3. There has not been a suspension or termination of payments under any State of New Jersey or any other governmental contract in which I have had a legal or beneficial interest attributable to my fault or negligence.
4. I have not been suspended, debarred or otherwise restricted by the State of New Jersey or any other governmental agency from doing business with the State of New Jersey or any other agency of the State.
5. I have not defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.

COMPANY NAME

OFFICIAL TITLE

AUTHORIZED SIGNATURE

Subscribed and sworn to
before me this _____ day

of _____, 20_____

(Seal) Notary Public of New Jersey

My Commission expires _____

EAST ORANGE SCHOOL DISTRICT

MEMORANDUM

TO: ALL POTENTIAL VENDORS
FROM: Victor R. Demming,
Board Secretary/School Business Administrator
SUBJECT: Accounts Payable Process

.....
The following events must take place prior to any general fund cash disbursements:

- A. Requisition prepared and submitted to the Division of Business Services with all required signatures affixed. (original signatures only)
- B. Purchase Order must be issued prior to the performance of any services.
- C. Requestor must have funds available and be in accordance with GAAP.
- D. Vendor's declaration must be received by the Division of Business Services directly from the vendor.
- E. After the goods or services have been received or rendered, the receiving copy must be signed properly and received by the Division of Business Services.
- F. The Division of Business Services must receive original vendor's invoice.

In order to have a requested payment on the bill list for Board approval, items A through E must be completed properly prior to the second Thursday before a Board Meeting. (Example: For a Board Meeting on September 22, the Division of Business Services would have had to have items A through E the morning of September 11.)

This process should be explained to all parties who may have an interest in when their payment can be expected. This process is in accordance with Title 18A.

Thank you for your cooperation.

VRD/gjc

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The Bidder understands that the Owner reserves the right to reject this bid but that this bid shall remain open and shall not be withdrawn for a period of sixty (60) calendar days after the date prescribed for its opening.

If written notice to the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the date of opening of bids, the undersigned will, within eight (8) days after the date of such mailing, telegraphing, or delivering of such notice execute a Contract. The undersigned hereby designates as his office to which such notice of acceptance may be mailed, telegraphed, or delivered.

This bid may be withdrawn at any time prior to the schedule date for opening of bids or any authorized postponement thereof.

Name of Bidder

Signature

Title

Address

Telephone Number

Sworn and subscribed to before me

this ____ day of _____, 20____.

(Seal) Notary Public of New Jersey

My Commission expires _____

"Rising to a Standard of Excellence"

EAST ORANGE SCHOOL DISTRICT

CONTRACTOR'S INSURANCE:

Contractor's Liability Insurance: The Contractor shall maintain such insurance as will protect said contractor from claims under Workmen's Compensation Acts and from any other claims for property damage, which may arise from operations under this Contract, whether such operations be by the Contractor, or by any Subcontractor or anyone directly or indirectly employed by either of them, or against any special hazards which may be encountered in the performance of this contract.

The Contractor shall procure and maintain, during the life of this Contract:

a) Adequate Workmen's Compensation Insurance and Employer's Liability Insurance for all laborers employed under this Contract who may come within the protection of Workmen's Compensation as required by the laws of the State of New Jersey and shall provide Employer's Liability Insurance for the benefit of said Contractor's employees not protected under such compensation laws. Employer's Liability Insurance shall be in an amount of not less than \$100,000.

b) 1. Contractor's Public Liability Insurance written under a Comprehensive General Liability Policy, in an amount not less than \$3,000,000 for injuries including death, to any person and subject to the same limits per person in an amount not less than \$3,000,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident.

Such insurance shall include the following. (a) Contractor's Protective and (b) Elevators and Hoists (c) Broad Form Property Damage Endorsement.

2. Contractors Automobile Public Liability Insurance written under a Comprehensive Automobile Liability Policy, in an amount not less than \$3,000,000 for injuries, including death, to any person and subject to the same limits of one (1) accident, and property damage liability in an amount not less than \$300,000 on account of one (1) accident.

Such insurance shall include the following: All automobiles owned, operated, non-owned, hired, and rented.

c) Contractual Liability Insurance to include the following: "The Contractor shall also protect, defend, save harmless, and indemnify the Owner, the Owner's employees, Owner's Consultant and the public from any and all claims, loss, demands, damage, liability or expense incurred or claimed by reason of any act or omission of the Contractor, the Contractor's agents, servants, and employees, including subcontractors, or anyone employed directly or indirectly by the Contractor or any of them".

Such insurance shall be in an amount not less than those required sub-paragraphs (b) 1 and (b) 2 hereof.

d) The Contractor shall provide an "All Risk Builders Risk Policy in the name of the Contractor and Owner as their respective interest may appear, for an amount equal to the contract cost for the duration of the contract.

- e) The Contract shall require each subcontractor to procure and maintain during the life of the subcontract, the same kinds and amounts of insurance as the Contractor is required to have under sub-paragraphs (1), (b) 1, (b) 2 (c) and (d) hereof, and (f), (g), and (i), if subcontractors may perform such work under the subcontract.
- f) Should blasting be required in connection with this Contract, a special policy or rider, to the Contractor's Contract, a special policy or rider, to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor covering Public Liability and Property Damage Liability for Blasting in an amount not less than \$300,000 for injuries, including death, to any person and subject to the same limits per person in an amount not less than \$500,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident. The Contractor shall notify the Owner that blasting is to be done, but blasting shall not be done until the Owner raises the amount of their insurance and so notifies the Contractor.
- g) Should demolition be required in connection with this Contract, a special policy or rider, to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor, covering Public Liability and Property Damage Liability for demolition in an amount not less than \$300,000 for injuries, including death, to any person and subject to the same limits per person, in an amount not less than \$500,000 on account of one (1) accident and property damage liability in an amount not less than \$300,000 on account of one (1) accident.
- h) Should excavation or any underground work be required in connection with Contract, a special policy or rider to the Contractor's Public Liability Insurance Policy shall be provided by the Contractor covering Public Liability and Property Damage Liability for any and all hazards which may be encountered in such underground work, including excavation, underpinning and shoring, in an amount not less than \$500,000 on account of one (1) accident and Property Damage Liability in an amount not less than \$300,000 on account of (1) accident.
- i) Proof of Carriage of Insurance: The Contractor shall furnish through the Owner, three (3) copies of Certificates of Insurance, within one week from the effective date of the Contract, evidencing in particular, those insured to the extent of the insurance, amount, and locations and the operations to which the insurance applies, effective dates and dates of expiration. Such Certificates shall also contain substantially the following statement:

"This is to certify that policies (including endorsements) or insurance is described above, have been issued by the undersigned to named insured above and are in force at this time. If canceled or changed in any manner for any reason during the period of coverage as stated herein, so as to effect this Certificate, ten (10) days prior written notice will be given by this Insurance Company to: East Orange Board of Education, 715 Park Avenue, East Orange, New Jersey 07017."

OWNER'S LIABILITY INSURANCE:

The Owner shall be responsible for and at their option may maintain such insurance as will protect them from their contingent liability for damages for personal injury including death, which may arise from operations under this contract.

FIRE INSURANCE:

The Owner, during the Progress of the Work, shall maintain a Standard Fire and Extended Coverage Insurance, on the completed building and include the Contractor as a named insured. The Owner and the Contractor shall be named as their respective interests may appear and in such amount as shall fully protect the interests of the Owner and Contractor.

INFORMATION SHOWING QUALIFICATIONS FOR WORK

The Bidder shall here furnish summary information relative to the ability and financial resources available for the fulfillment of the contract if such are awarded.

BIDDER'S QUALIFICATION:

How many years has *Bidder* been engaged in the business under the present name?

Been Organized?

Where Incorporated?

Financial Statement:

Credit available for this contract:

Contracts now in hand. (Gross Amount): _____

Personnel Organization

Has *Bidder* ever refused to sign a Contract at the original bid? _____

Has *Bidder* ever been adjudged a bankrupt or been subject to a receivership or an order of reorganization? If so, give details and particulars

Is the business at this time subject to any court order relating to bankruptcy, receivership, liquidation or reorganization?

FINANCIAL RESOURCES:

The information relative to the bidder's financial resources can and may be obtained from the following:

Name

Business

Address

Upon request, the Bidder will be expected to amplify the foregoing statements as necessary to satisfy the Board of Education concerning this ability to successfully perform the work in a satisfactory manner.

East Orange Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25Listpdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN -

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature _____

Title: _____ Date: _____

Name of Company: _____ City/State/Zip: _____

DDP Standard Forms Packet (11/2013)