

NOTICE

FAIR AND OPEN PROCUREMENT PROCESS

The Essex Regional Educational Services Commission (“ERESC”) is soliciting through the Fair and Open Process in accordance with the New Jersey “Local Unit Pay to Play” Law N.J.S.A. 19:44A-20.4 et seq., Requests for Bids for Sale of 23 Fairfield Place, West Caldwell, New Jersey 07006.

Bid packages will be available on the ERESA website at eresc.org on the “Business Office” page. Bid packages must be addressed to the Business Administrator, Michael Steinmetz, at the Essex Regional Educational Services Commission, located at 333 Fairfield Road, Fairfield, New Jersey 07004, no later than April 20, 2022, at 10:00 a.m. at which time bid packages will be opened by Business Administrator virtually. The package must be enclosed in a sealed envelope bearing the **Name of the Bidder** and the **title – ERESA 2 Sale of 23 Fairfield Place West Caldwell, New Jersey 07006** on the outside and addressed to the Business Administrator, Michael Steinmetz, at the Essex Regional Educational Services Commission, located at 333 Fairfield Road, Fairfield, NJ 07004. An original and 4 copies are required.

An optional bidders’ conference will be held on Monday, April 11, 2022 at 10:00 AM via Zoom to provide potential bidders with the opportunity to ask questions. The conference link will be available on eresc.org under the “Business Office” section of the website.

Showings of the space should be directed and scheduled through Amerisource Realty Network, LLC, 40 Baldwin Road, Parsippany, NJ. 07054. 973-265-2826, Jeffrey A Jones, Broker of Record.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-3 et seq. Affirmative Action, P.L. 1975 c. 127 N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts), and N.J.S.A. 52:25-24.2 (Disclosure of Ownership), and all other document and information requests provided in the bid.

The ERESA reserves the right to waive any and all formalities or all together reject any bid as is in the best interest of the ERESA. Awards made under the Fair and Open Process shall be made to those bidders whose qualification is most advantageous to the ERESA.

Unless otherwise provided in any supplement to these instructions, no bidder shall modify, withdraw, or cancel the qualification or any part thereof for sixty (60) days after the time designated for the receipt of Bids in the advertisement.

To receive the Zoom link for the unsealing of the bids, please email the Business Administrator, Michael Steinmetz at m.steinmetz@eresc.com.

Michael Steinmetz
Business Administrator
Essex Regional Educational Services Commission

REQUEST FOR PROPOSAL

ERESC 2 SALE OF 23 FAIRFIELD PLACE

FAIR & OPEN PUBLIC SOLICITATION

DATE: April 20, 2022

TIME: 10:00 a.m.

PLACE: Via Zoom (virtually) please email m.steinmetz@eresc.com for Zoom link

CLEARLY MARK ENVELOPE: Sale of 23 Fairfield Road

LEGAL NOTICE

SPECIFICATIONS

PRESCRIBED QUESTIONNAIRE

STATEMENT OF OWNERSHIP DISCLOSURE

AFFIRMATIVE ACTION QUESTIONNAIRE/STATEMENT

NON-COLLUSION AFFIDAVIT

BID SHEET

REQUIRED FORMS

NOTICE

FAIR AND OPEN PROCUREMENT PROCESS

The Essex Regional Educational Services Commission (“ERESC”) is soliciting through A Fair and Open Process in accordance with New Jersey statutes under N.J.S.A. 18A:20-5 through 7., Requests for Proposals (RFP) for Sale of the building and fixtures located at and on 23 Fairfield Road, Fairfield, New Jersey.

Detailed Requests for Bids may be obtained from the Business Administrator’s Office located at Essex Regional Educational Services Commission located at 333 Fairfield Road, Fairfield, NJ 07004 between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday and via email at m.steinmetz@eresc.com

Bid packages must be received by the Michael Steinmetz, Business Administrator located at 333 Fairfield Road, Fairfield, New Jersey 07004 no later than April 20, 2022 at 10:00 a.m. at which time bid packages will be publicly opened and read aloud virtually via Zoom. The bid package must be enclosed in a sealed envelope bearing the Name of the Proposer and the title – ERESC 2 Sale of 23 Fairfield Place on the outside and addressed to Michael Steinmetz, Business Administrator, 333 Fairfield Road, Fairfield, New Jersey 07004. Original and 4 copies are required.

Showings of the space should be directed and scheduled through Amerisource Realty Network, LLC, 40 Baldwin Road, Parsippany, NJ. 07054. 973-265-2826, Jeffrey A Jones, Broker of Record.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-3 et seq. Affirmative Action, P.L. 1975 c. 127 N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts), and N.J.S.A. 52:25-24.2 (Disclosure of Ownership).

The Commission reserves the right to waive any and all formalities or altogether reject any Bid as is in the best interest of the Commission. Awards made under the Fair and Open Process shall be made to those bidders whose qualification is most advantageous to the Commission.

Unless otherwise provided in any supplement to these instructions, no contractor shall modify, withdraw or cancel the qualification or any part thereof for sixty (60) days after the time designated for the receipt of Proposals in the advertisement.

By order of the Essex Regional Educational Services Commission

**Laurie W. Newell, Ed. D
Superintendent
Essex Regional Educational
Services Commission**

DATE: March 30, 2022

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirement may be basis for the ERESC, hereinafter referred to as "Owners," to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal to the successful Respondent, as accepted by the Owner, will become part of any contract awarded as result of this RFP.

2.1 Schedule

A schedule has been established for respondent proposals, proposals review, and contractor selection and projection initiation.

The dates established for the procurements are:

- Initial Advertisement: April 5, 2022
- Offers Must be Received No Later Than: April 30, 2022 at 10:00 a.m.
- Offers Accepted by Commission: within 45 days of the unsealing of the bids

2.2 Submission Information

Submission Date and Time:

April 20, 2022 at 10:00 a.m.

One (1) Original & Four (4) Copies

Submission Office:

Business Administrator's Office

333 Fairfield Road

Fairfield, New Jersey 07004

Clearly mark the submittal package with the Name of the Bidder and the title – ERESC 2 Sale of 23 Fairfield Place. The original **Letter of Intent** shall be marked to distinguish it from the four (4) copies.

Only those Letters of Intent received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Using Department Information

The main contact person(s) for these services is:

Michael Steinmetz

Business Administrator

The Essex Regional Educational Services Commission

333 Fairfield Road.

Fairfield, New Jersey 07004

2.4 Business Administrator's Information

Michael Steinmetz
Business Administrator
The Essex Regional Educational Services Commission
333 Fairfield Road.
Fairfield, New Jersey 07004

2.5 Interpretations and Addenda

Bidders are expected to examine the Bid with care and observe all its requirements. All questions concerning the meaning or intent of this Proposal, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda via one or more of the following methods: facsimile; email; website; certified mail; or delivered to all parties recorded as having received the Package. Only comments and questions responded to by formal written addenda will be binding. Oral interpretations, statement or clarifications are without legal effect.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are show in any section of this RFP, including the Proposal Cost From, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The Owner assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract. Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner, are not to be billed and will not be paid.

2.8 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employees, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration (s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties, and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress. The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

2.9 Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.10 Failure to Enter contract

Should the Respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays, and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

2.11 Commencement of Work

The contractor agrees to commence work after the date of award by the owner and upon notice from the using department.

2.12 Termination of Contract

If, through any cause, the bidder/respondent shall fail to fulfill in a timely and proper manner obligations under the Bidder/Respondent or if the bidder/respondent violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

2.13 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Business Administrator no less than five (5) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

2.14 W-9

Successful bidder/respondent shall complete W-9 Form and The Business Administrator's Office prior to contract award. The form is available at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

3.0 SCOPE OF WORK**Preliminary Proposal****Description of Property**

The subject property is located at 23 Fairfield Place, Fairfield, New Jersey 07004, also identified as Block 1402 and Lot 9. The current square footage 2,000 sq. ft., and the lot size is 1.80 acres. The current development of the property is an industrial warehouse.

Based on the above, the ERESC is seeking proposals for the following:

1. **Proposal Sale of above property**

The property is to be sold in "as-is" current condition. The property currently complies with the existing zoning but any intended use or reuse of the property must still comply with the Township's Zoning Ordinance or relief sought at the appropriate board. ERESC does not warrant any repairs to the existing structure or surrounding property. The property is being sold strictly as it stands.

4.0 BID PACKAGE REQUIREMENTS:

The bid package shall be type-written and include the following and all additional documents listed on the checklist:

1. Cover letter expressing intent to purchase the property;
2. Contact name and phone number; and
3. All of the following documents and information:

- **Qualification Statement:**

A Statement is to be provided by the Respondent who will serve as the primary person of contact. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm and the firm's location.

- **Key Personnel Information:**

The Respondent shall provide the identity and the credentials of the principals and other key personnel working for the contractor and their areas of responsibilities.

- **Business Registration Certificate:**

The Respondent shall provide a true and correct copy of their Business Registration Certificate, if Respondent is a business entity. If Respondent is an individual, Respondent must provide a true and correct copy of a valid, government issued identification (passport, driver's license etc.)

- **Bid Package Forms:**

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the bid package submitted.

- Form A- EEO/Affirmative Action Questionnaire/Statement
- Form B- Disclosure of Political Contributions
- Form C- Statement of Ownership Disclosure
- Form D- Form of Non- Collusion Affidavit
- Form E- Disclosure of Investment Activities in Iran
- Form F- Bidder's Proposal Form
- Form G- EEO Employee Information Report

- **Location Of Servicing Office**

The proposal must list the location and address of the present, active office that will service and manage this contract.

5.0 MANDATORY DOCUMENTS

All Respondents are hereby notified that all forms and documents listed in Section 4.0 of this packet are required and mandatory. Below please find the citations and explanations for the documents that are required by statute:

5.1 OWNERSHIP DISCLOSURE

All Respondents are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or greater interest in that corporation or partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

5.2 BUSINESS REGISTRATION CERTIFICATE

All Respondents are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L., 2004, c 57 of the State of New Jersey.

5.3 DISCLOSURE OF POLITICAL CONTRIBUTIONS

The Respondent is advised of the responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the Respondent receives contracts in the aggregate in excess of \$17,500 from public entities in a calendar year. It is the Respondent'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.

5.4 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

All Respondents are hereby notified that every business organization must submit with their bid a Disclosure of Investment Activities in Iran Form, Public Law 2012, c. 25.

6.0 EVALUATION, REVIEW AND SELECTION PROCESS

6.1 PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

The responses shall remain open for a period of forty-five (45) calendar days from the stated submittal date. The Owner will either award the contract within the applicable time period or reject all proposals. The Owner may extend the decision to award or reject all proposals beyond the forty-five (45) calendar days when the proposal of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

6.2 REJECTION OF PROPOSALS

The Owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such Respondent fails to satisfy the owner that such Respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

6.3 EVALUATION PROCESS

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation criteria. The highest-ranking Respondent will then be recommended to the governing body for award of contract, based on price and other factors.

6.4 EVALUATION CRITERIA

The criteria considered in the evaluation of each proposal follow the arrangement of the criteria and is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent.

Selection Criteria

Evaluation consideration will include the following:

1. The ability of understand the ERESC's needs
2. Qualification of supervising staff assigned to provide services
3. Prior experience of the firm
4. Cost, although a significant factors, may not be a dominant factor. Cost is particularly important when all of the other evaluation criteria are relatively equal.
5. Other factors if in the best interest of the ERESC.
6. Availability to accommodate the needs of the ERESC. As reasonable accessibility is a relevant consideration, the respondent should have its office within reasonable distance to Irvington. Respondent should provide details as to its office being staffed and responsive, with sufficient support staff to adequately provide services

6.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-Compliance with significant instructions shall be grounds for disqualification of proposals.

6.4.5 TERM OF CONTRACT:

The contract does not have a term. The relationship between Owner and Respondent shall terminate upon finalization of the transaction.

6.5 NOTICE OF AWARD

The successful Respondent will be notified of the award of contract upon a favorable decision by the governing body. The Business Administrator may then send a Purchase Order/ Voucher to the Contractor or another form of contract will be provided to Respondent.

Note: All forms are MANDATORY forms and if one of these forms do not apply to your company, it MUST still be submitted in order for your bid to be considered (even if blank).

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Form A

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

AFFIRMATIVE ACTION
QUESTIONNAIRE/STATEMENT

(To accompany bid)

COMPANY NAME: _____

1. Our company has a federal Affirmative Action Plan approval.

____ YES ____ NO

A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

____ YES ____ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program

P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I hereby certify that the statements made in this document are true to the best of my knowledge. If they are willfully false, I am subject to punishment and my bid will be rejected.

Name: _____
(Print or Type)

Signature: _____

Title: _____

Date: _____

Form B

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

DISCLOSURE OF POLITICAL CONTRIBUTIONS

The contractor is advised of the responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate in excess of \$17,500 from public entities in a calendar year. It is the contractor'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.

I hereby certify that the statements made in this document are true to the best of my knowledge. If they are willfully false, I am subject to punishment and my bid will be rejected.

Company Name: _____

Name: _____
Print or Type

Signature: _____

Title: _____

Date: _____

Form C

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
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:	

Form D

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of the _____,
(city, town, borough)

of _____, in the County of _____,

State of _____, of full age, being duly sworn according to law on

my oath depose and say that:

I am _____ of the firm/agency of _____, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said 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

Company/Agency Name (Print or Type)

Authorized Representative - Name and Title (Print or Type)

(N.J.S.A. 52:34-15)

Authorized Signature

Bid Number _____

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

Notary Public of New Jersey
(Seal)

My commission expires _____, 20_____

**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. 26, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

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

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

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

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

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

Bidder's Bid Proposal Form

The following bid shall apply to the Contract:

Base Bid: as specified for the purchase and sale of Block 1402 and Lot 9, 23 Fairfield Place, Fairfield, New Jersey 07004:

\$ _____

The bidder's proposal is based on the required minimum for the purchase and sale of Block 1402 and Lot 9, 23 Fairfield Place, Fairfield, New Jersey 07004, in consideration of all term and conditions set forth in the request for bids.

The price includes all expenses of the Purchaser in connection with carrying out its duties and responsibilities listed, including compliance with the terms and conditions of the request for bids, including those set forth in thereto. No further or additional costs or reimbursements shall be payable by the Essex Regional Educational Services Commission to the Purchaser.

Signature _____

Print Name _____

Name of Company (if applicable) _____

Date _____

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. *DO NOT SUBMIT AN EEO-1 REPORT.*

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)