

**PALISADES PARK BOARD OF EDUCATION  
REQUEST FOR PROPOSALS  
FOR  
ARCHITECTURAL SERVICES**

December 18, 2019  
Angela Spasevski, School Business Administrator

REQUEST FOR PROPOSALS  
ARCHITECT OF RECORD

Public Notice is hereby given that the Palisades Park Board of Education (“Board”) is requesting proposals from interested and qualified firms to provide architectural services in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5 et seq. & N.J.A.C. 6A-23A-5.2(a)(5) as further outlined in this Notice and the request for proposals provided by the Palisades Park Board of Education.

Proposals shall be submitted to the Business Administrator, Palisades Park Board of Education, 410 Second Street, Palisades Park, New Jersey 07650 on or before Thursday, January 2, 2020 at 4:00 p.m.

A copy of the Request for Proposals may be found on the district website: [www.palpkschools.org](http://www.palpkschools.org) under Board of Education then The Board of Education. Further information may be obtained by contacting Angela Spasevski, Business Administrator, at 201-947-3550, or [aspasevski@palpkschools.org](mailto:aspasevski@palpkschools.org).

All firms submitting proposals must use and complete all forms and include all information required by the Request for Proposal. This shall include: 1. Presentation Packet; 2. Business Registration Certificate; 3 Political Contribution Disclosure Form; 4. Affirmative Action Affidavit; 5. Stockholder Disclosure Certification; and 6. Disclosure of Investment Activities in Iran.

Proposals must be placed in a sealed envelope/package and marked as “Proposal for Architect of Record” on the front of the envelope/package. The Board does not accept electronic (e-mail) submission of proposals.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interest of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

## **Background**

The Palisades Park Board of Education is a PreK-12 public school district providing educational services to approximately 1,800 students with a budget of \$28.8 million. The school district is comprised of one early childhood learning center, one elementary school, one junior/senior high school, together with separate buildings that house the Board of Education Office and the buildings and grounds annex. The district has multiple special education programs including many extra-curricular, interscholastic and intramural athletic programs.

## **Scope of Work**

In accordance with N.J.S.A. 19:44A-20.4 et seq. and N.J.A.C. 6A:23A-5.2 (a) (5) the Palisades Park Board of Education is requesting proposals from architectural firms in the State of New Jersey that wish to provide general architectural services for the 2020 calendar year. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

The successful contractor must have a minimum of five (5) years experience in full architectural services for a NJ public school, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection, and project acceptance for a New Jersey public entity.

The Palisades Park Board of Education shall not be bound to use the appointed Architect of Record. The Board may obtain competitive pricing through either a RFP/RFQ or quotation process from other architectural firms for any projects approved by the Board when it is in the best interest of the Board.

## **SUBMISSION REQUIREMENTS**

All submissions shall include the following minimum information:

1. Number of individual(s) to be assigned to perform tasks.
2. Professional experience and education of individual(s) to be assigned including a listing of experience with other New Jersey boards of education. The District is requesting a minimum of (5) years of professional experience with New Jersey Boards of Education.
3. A Statement concerning the ability of the firm/individual to perform tasks assigned by the Board in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. A description of the support staff available to the individual(s) to be assigned.
6. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm showing the amount of professional liability and workers compensation insurance and all other insurance coverages in place as of the date of the submission of the response to this RFP.
7. A list of three (3) current and two (2) former professional references with addresses and telephone contact numbers. Three (3) must have direct knowledge relating to your experience in the requested service.
8. A copy of your New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:21-1.1 et. Seq. or a completed form AA-302 Initial Employee Information Report.
9. A Presentation Packet; Business Registration Certificate; Political Contribution Disclosure Form; Affirmative Action Affidavit; Stockholder Disclosure Certification; and Disclosure of Investment Activities in Iran

### **Contract Period:**

The initial term of the contract for this proposal shall be for the 2020 calendar year.

## **Proposal**

The Firm shall submit all information required by the Request for Proposals, including the hourly rates for which the Firm agrees to provide services. A set fee will be developed and agreed to by both parties on larger projects.

The Firm must submit an original proposal and eleven (11) copies that include the following:

### A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Palisades Park Board of Education.

The letter of transmittal is to be addressed and mailed to:

Angela Spasevski, School Business Administrator  
Palisades Park Board of Education  
410 Second Street  
Palisades Park, New Jersey 07650

**All proposals are due on Thursday, January 2, 2020 at 4:00 p.m.** Submittals received after the date specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

### B. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Firm acknowledges that he/she fully understands the scope of work, activity and service.

### C. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

### D. Fee Proposal

Provide hourly rate for partners, associates and paraprofessionals. Also, provide the percentage fee charged for larger projects.

### E. Miscellaneous Provisions

All Firms are required to provide sufficient information in their proposals for evaluation.

F. The Firm acknowledges that he/she has read this Request for Proposal has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

G. The Palisades Park Board of Education reserves the right to reject any or all proposals in whole.

- H. The Palisades Park Board of Education reserves the right to contact references provided with the proposal.
- I. Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.
- J. Proposed Firms shall be licensed or authorized to practice architecture in the State of New Jersey.
- K. Include any additional information, which you believe will be useful to the Palisades Park Board of Education in its selection process.

### **References**

Provide a list of the school districts for which you have provided services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

A list of all New Jersey public clients that have terminated services in the past two years.

In addition, provide a list of Municipalities, if any, that you represent in Bergen County.

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 legal services.

### **Award of Contract**

The procedures developed for the award of the contract constitutes a "fair and open" process pursuant to N.J.S.A. 19:44A-20.7 and N.J.A.C. 6A:23A-5.2 (a)(5). This Request For Proposals is for Professional services which are exempt from bidding and the obligation to award such contracts based on the requirements of N.J.S.A. 18A: 18A-1 et seq, based on the lowest price, and the contract will not be awarded based on that sole criterion, but based on the proposal that, in the determination of the Board, price and other factors considered, is in the best interests of the Board. The Board reserves the right to reject any and all proposals, and to waive any informality in the process if the board deems it to be in its best interest. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

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 the proposals are opened. The contract, if awarded, shall be awarded to the Architect who submits the most advantageous proposal based on price and the qualifications of the Architect and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Board;
- d. Compensation proposal;
- e. Other factors, if demonstrated, to be in the best interest of the Board.

## **Technical Criteria and Qualifications**

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Proposals:

- I. Proposed methodology:
  - A. Does the attorney's proposal demonstrate a clear understanding of the scope of services and related objectives?
  - B. Is the attorney's proposal complete and responsive to the specific RFP requirements?
  - C. Has the past performance of the attorney's proposed methodology been documented?
  - D. Does the attorney's proposal reflect that the attorney is knowledgeable in the areas of law affecting the District, including but not limited to, procurement practices, employment matters and general litigation procedures?
  
- II. Management criteria:
  - A. Management:
    1. Will the attorney provide all services in a timely fashion to meet the Board's needs?
    2. How is work distributed among the attorney's staff, if there are partners and associates?
  - B. History and experience in performing the work:
    1. Does the attorney document a record of reliability of timely response?
    2. Does the attorney demonstrate a track record of reliable and competent service?
    3. Does the attorney document relevant experience?
    4. Does the attorney have a record of moral integrity?
  - C. Availability of personnel, facilities, equipment and other resources:
    1. To what extent does the attorney 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:
  - A. Cost of goods to be provided or services to be performed:
    1. Relative cost: How does the fee schedule compare to other similarly scored proposals?
    2. Full explanation: Are the fees and component charges adequately explained or documented?
  - B. Attorney's financial stability and strength:
    1. Does the attorney have sufficient financial resources to meet obligations?

## **Laws**

The Architect shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. The laws of the State of New Jersey shall

govern this contract. The contract will require that all attorney billing shall comply with the provisions of N.J.A.C. 6A:3A-5.2 (a) 4 , and for any contract where the proposed amount not to exceed constitutes in excess of 130% of the TGES, provisions to reduce costs shall be implemented pursuant to N.J.A.C. 6A:23A-5.2(a) (3).

### **Law Against Discrimination**

During performance of this contract, the Professional 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 Professional may be rescinded if the Professional 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](http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf) or will be provided to you upon request.

### **Indemnification**

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable Firms' fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

### **Insurance**

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey.

Professional Liability – claims made basis in  
the annual aggregate \$1,000,000.00

Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Board by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

## **Business Registration Certificate**

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.

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 Owner 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.

## **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](http://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 to 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 bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

## **Termination**

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

## **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, up grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including 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.

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, 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: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

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**.

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



**STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT**

STATE OF \_\_\_\_\_) SS:  
COUNTY OF \_\_\_\_\_)

In accordance with the request for proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of 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, all stockholders holding a 10% or more of the corporation's stock or all individual partners owing 10% or greater interest in that partnership is also listed.

I.

_____ Name of Corporation/ Partnership	_____ Address
----------------------------------------------	------------------

_____ Name of Corporation/ Partnership	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
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Use reverse side for additional stockholders/partners.

**STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT**

II.

\_\_\_\_\_  
Name of Corporation  
Partnership who holds 10% or  
more interest in the bidding  
corporation/partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

\_\_\_\_\_  
Name of Firm

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

\_\_\_\_\_  
Official Title

Sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_/\_\_/\_\_.

**CONTACT INFORMATION  
PUBLIC SCHOOL CLIENT LIST**

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

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PALISADES PARK BOARD OF EDUCATION  
REQUEST FOR PROPOSAL**

**ARCHITECTUAL SERVICES**

**FEE STRUCTURE**

Please provide the hourly rate for professional services:

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Other (specify): \_\_\_\_\_

Please provide the hourly rate for support services:

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The firm agrees to comply with the terms of its proposal as submitted and will hold the proposal open for 60 days from the date due for submission. The firm understands that the Request for Proposals does not constitute a solicitation for bids and is solely for obtaining information for the consideration by the Board when awarding contracts for professional services which are not required to be publicly bid."

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)) A sample Certification form is part

of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# 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. **NOTE: This section does not apply to Board of Education contracts.**

\* 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.”





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

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

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

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [the Pay to Play section](#) OF THE DLGS WEBSITE A COUNTY-BASED, CUSTOMIZABLE FORM.**

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

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:**

- Partnership
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- 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 _____, 2__.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

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

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

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

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

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

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**PALISADES PARK BOARD OF EDUCATION  
410 SECOND STREET  
PALISADES PARK, NJ 07650**

The following is a list of current and newly elected Board Members. Please list any reportable contributions made to any individual on the C. 271 Political Contribution Disclosure Form.

**CURRENT MEMBERS**

Dr. Thomas Matarazzo, President

Mrs. Stephanie Jang, Vice-President

Mr. Jason Kim

Mrs. Hyun Jin Rebekah Lee

Mr. John Mattessich

Mrs. Eun Y. Min

Mr. Barnabas Woo

Mr. Jeffrey Woo

Mr. Timothy Yang