

**BERLIN BOROUGH
BOARD OF EDUCATION**

**CAMDEN
COUNTY**

**2017-2018
SCHOOL YEAR**

BID SPECIFICATIONS

FOR

SCHOOL RELATED ACTIVITY

STUDENT TRANSPORTATION SERVICES

BID NUMBER 2-3-17

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SPECIFICATIONS
PRESCRIBED QUESTIONNAIRE
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BID SHEET**

August 2016

BID SPECS ACTIVITIES

SPECIFICATIONS FOR SCHOOL RELATED ACTIVITY
STUDENT TRANSPORTATION SERVICES

BERLIN BOROUGH BOARD OF EDUCATION

2017-2018 School Year

GENERAL PROVISIONS

1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.
2. The term of the contract shall, in general, be from September 1 through June 30. Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.
3. It is the intent of the Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with these specifications.
4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle(s) assigned to the transportation specified herein shall not be utilized for other purposes during the time periods designated.
6. Vehicle(s) shall arrive and/or depart the destinations as required.
7. No transportation contract shall be subcontracted without the prior written approval of the board of education.
8. Bids are to be placed in a sealed envelope and plainly marked, "BID FOR STUDENT TRANSPORTATION SERVICES, BERLIN BOROUGH SCHOOL DISTRICT" and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the Berlin Borough Board of Education Business Office, located at 215 S. Franklin Ave., Berlin, NJ 08009 up to 11:00 am prevailing time on April 24, 2017.
9. If awarded a contract, your company/firm will ensure compliance with all applicable federal, state and local regulations and will certify such compliance to the board of education upon request.

10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation should arise between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

VEHICLES

1. Transportation equipment shall be properly registered by the Department of Transportation or Motor Vehicle Commission, as appropriate, and meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district's board of education.
2. All vehicles shall be inspected and display an appropriate bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor shall provide and maintain an adequate number of buses, including spares, to safely perform the transportation required by these specifications to assure uninterrupted service in the event of mechanical breakdown.

ACCIDENT REPORTING

1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with *N.J.A.C. 6A:27-12.2*. In addition, the driver must also complete and file a motor vehicle accident report in accordance with *N.J.S.A. 39-4:130*.

REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

DRIVERS/AIDES

1. The driver shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all applicable federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act.
2. The bus driver shall be in full charge of the school bus at all times and will be required to report unmanageable students to the district principal of the receiving school on the district prescribed incident/discipline form.
3. A bus aide shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for aides in all applicable state and local regulations.
4. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.
5. If, in the judgment of the Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

COUNTY SUPERINTENDENT APPROVAL

1. All transportation contracts require the approval of the County Superintendent of Schools.

PAYMENT TERMS

1. Contracts will be calculated based on the actual services performed. Payments to contractors shall be made on or about the 30th day of the month. Payments will be made monthly, provided an appropriate invoice is submitted by the 1st of the month.
2. The contractor shall execute the contract and submit it to the district board of education with all required related documents in order for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors shall visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

EMERGENCY PROVISIONS

1. In the event a scheduled trip is cancelled due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the public school authorities providing transportation. Contractors are advised to listen to school closing announcements broadcast over the local networks.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.

BASIS OF BID AND ADJUSTMENTS

1. The bidder shall submit the bid on the bid sheet contained in these bid specifications. Bids shall be submitted as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If an adjustment is required, it shall be in accordance with the provisions specified in the bid.

INSURANCE COVERAGE

1. Unless otherwise specified by the board of education, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle Commission and Department of Education regulations. Bidders will be required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract is to be presented by the successful bidder. The certificate of insurance shall state that the contracting board of education is an additional insured party to the policy.
2. The district board of education and the Executive County Superintendent shall be notified by the insured whenever any policy is cancelled. Notification shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.
3. The contractor will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

BID GUARANTEE

1. Each bid shall be accompanied by a bid bond, cashier's or certified check for five percent (5%) of the sum of all individual bid amounts times the number of estimated trips as specified on the enclosed bid sheet, but in no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee shall be identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted).
2. Each bid shall be accompanied by a Consent of Surety.

PERFORMANCE GUARANTEE

1. A corporate performance surety bond shall be required by the successful bidder in an amount equal to the estimated annual contract amount based on the bid amount times the estimated number of trips, or an amount specified by the board. The performance guarantee shall be identified by the multi contract number or route/trip number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications.
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond will ensure that the bondspersons providing the performance guarantee provide a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Additionally, evidence of the value of the property listed as security shall be provided upon request.

BREACH OF CONTRACT/PENALTIES

1. In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor shall be considered in breach of contract. Cancellation of the contract and/or enforcement of contractor's performance bond may result.

TRAINING PROGRAMS

1. The contractor will ensure that drivers and aides are properly trained to perform their duties.
2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.

TRANSPORTATION SECURITY TRAINING

The contractor will provide to the Berlin Borough Board of Education a copy of their Transportation Security Training Program materials.

The contractor shall administer a Transportation Security Training program for all permanent and substitute drivers and bus aides.

The contractor will provide to the Berlin Borough Board of Education written documentation, 1X per school year of attendance of the Transportation Security Training Program for all bus drivers and aides.

COMPLAINTS

Contractor will directly address and resolve any and all complaints pertaining to, but not limited to, all equipment and personnel assigned to the Berlin Borough Board of Education.

GPS

Contractor will provide to the Berlin Borough Board of Education only vehicles with active, fully operational Global Positioning Systems (GPS)

Digital Cameras

Contractor will provide to the Berlin Borough Board of Education only vehicles with active, fully operational, inside digital cameras.

TRIPS

1. The direction of the vehicle shall be the safest most direct route to and from the destination.
2. As requested – “Sample” of 2016-2017 Trips attached.
3. Summer Trips as requested

SPORTS

1. The direction of the vehicle shall be the safest most direct route to and from the destination.
2. As requested – “Sample of 2016-2017 Girls Softball & Boys Baseball Schedules attached.

MODIFICATIONS

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail to all bidders who requested specifications.

AFFIRMATIVE ACTION

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 take affirmative action to ensure that such applicants are recruited and employed, 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 action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor, 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable 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, 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 applicable 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 subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

STOCKHOLDER DISCLOSURE

1. All bidders 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 more of that corporation's stock, or the individual partner's 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

BUSINESS REGISTRATION

1. All bidders 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.

DRUG AND ALCOHOL TESTING

1. If awarded a contract, your company/firm will be required to certify to the board of education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

BACKGROUND CHECK

1. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.

DRIVER AND AIDE TRAINING

1. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-19.2 and 3 governing the training of school bus drivers and aides, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

TUBERCULOSIS TESTING

1. The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with *N.J.A.C.* 6A:32-6.3.

DISCLOSURE OF POLITICAL CONTRIBUTIONS

1. The contractor is advised of the responsibility to file an annual disclosure statement on 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 \$50,000 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.

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SUBMITTED IN ORDER FOR YOUR BID TO BE CONSIDERED:

Bidder's Guarantee
Business Registration Certificate
Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
Omnibus Transportation Employee Testing Act Compliance Assurance
School Bus Driver Annual Certification Compliance Assurance
Disclosure of Investment Activities in Iran
Prescribed Questionnaire
Consent of Surety
Stockholder's Disclosure Statement
Coordinated Transportation Services Agency Membership Form (CTSA only)
Affirmative Action Documentation or Questionnaire
Non-Collusion Affidavit
Bid Sheet

ATTACHMENT FOR BID NUMBER 2-3-17

SPORTS

AS REQUESTED

“Sample” of 2017 Girls Softball Schedule:

Pick up: 2:30 pm BCS MS Bus Loop

Drop Off: After Game

April 12	@ St. Joan
April 28	@ Somerdale
May 1	@ Stratford
May 5	@ Bellmawr
May 10	@ Runnemede

Playoffs week of May 15-19 – Time & Location TBD

“Sample” of 2017 Boys Baseball Schedule:

Pick up: 2:30 pm BCS MS Bus Loop

Drop Off: After Game

March 27	@ Somerdale
May 1	@ Stratford
May 10	@ Barrington
May 15	@Our Lady of Hope (Clementon)
May 17	@ Berlin Township
May 22	@ Bellmawr
May 24/25	Wild Card Game – Time & Location TBD
May 30	Wild Card - Time & Location TBD
June 1	Championship Game – Time & Location TBD

ATTACHMENT FOR BID NUMBER 2-3-17

TRIPS

AS REQUESTED

“Sample” of 2016-2017 Trips:

Oct:

Camp Dark Waters – 8:30 am – 2:00 pm (3 b’s)

January:

Ventnor Jazz Festival – 8:30 am – 2:00 pm (1 b)

Camden County College – 7:15 am – 11:00 am (1 b)

February:

Rowan Jazz Festival – 8:30 am – 2:00 pm (1 b)

March:

PSE&G Enviro. Ctr – 8:30 am – 2:00 pm (1 b)

Band to Medford MS – 4:30 pm – 9:00 pm (b)

April:

Rowan University Engineering Dept – 8:30 am – 2:00 pm (1 b)

Adventure Aquarium – 9:00 am – 2:00 pm – (3 b’s)

May:

Citizen’s Bank Park – 8:30 am – 2:00 pm – (3 b’s)

Univ. of Penn. Museum of Arch./Anth. – 9:00 am – 2:00 pm – (1 b)

BCS to Gibbsboro to Kershaw in Mt. Ephraim – 8:45 am – 2:00 pm (1 b)

BCS to Gibbsboro to Rohrer MS in Haddon Twp – 8:45 am – 2:00 pm (1 b)

June:

Phila Historic Bus Tour – 8:30 am – 2:00 pm – (3 b’s)

Story Book Land – 8:45 am – 2:00 pm – (4 b’s)

BCS to Gibbsboro to Haddonfield MS – 8:45 am – 2:00 pm – (1 b)

Phila. Zoo – 8:30 am – 2:00 pm – (3 b’s)

PSE&G Enviro. Ctr – 8:30 am – 2:00 pm – (1 b)

Brigantine Beach – 8:30 am – 2:15 pm – (3 b’s)

LEGAL NOTICE

The School Business Administrator/Board Secretary of the Berlin Borough Board of Education, in the County of Camden, State of New Jersey, by authority of said Board, solicits sealed bids for student transportation. Bids to be received at the Business Office of the Berlin Borough Board of Education, located at 215 S. Franklin Ave., Berlin, NJ 08009 up to 11:00 am prevailing time on April 24, 2017.

**STUDENT TRANSPORTATION SERVICES
2017-2018 School Year**

Bid Number(s) 1-3-17 & 2-3-17

Specifications are available upon request at the Business Office of the Berlin Borough Board of Education, located at 215 S. Franklin Ave, Berlin, NJ 08009.

All bids must be submitted on the bid form contained in the specifications. Bids which are not submitted on such form may be rejected.

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* Affirmative Action.

The Board of Education reserves the right to reject any or all bids.

By order of the Berlin Borough Board of Education



School Business Administrator/Board Secretary

DATE: 3-24-17

STATEMENT OF ASSURANCE

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE
(To accompany bid)

The following firm

_____ is currently under contract

_____ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: _____

Address: _____

Contact Person: _____

Telephone: _____

Authorized Bidder's Name and Title _____

(Print or Type)

Authorized Signature _____

Company Name _____

Address _____

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT
OF SCHOOLS**
(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature _____

Company Name _____

Address _____

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 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, that the State of New Jersey 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 the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 state, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

PRESCRIBED FORM OF QUESTIONNAIRE

(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached

_____ PERSONAL – Consent of Surety Attached

FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes _____ No _____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other bus transportation? ___Yes ___No

2. If yes, how many years experience? _____

3. Briefly state the nature of this experience. _____

Company Name _____

Address _____

Authorized Bidder's Name and Title _____

(Print or Type)

Authorized Signature _____

CONSENT OF SURETY – PERSONAL BONDS

(To accompany the bid – if applicable)

Issued to the _____ Board of Education

On behalf of _____, as contractor

Bid Date _____ Bid Number _____

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

Two Bondspersons Required

(Please print or type.)

1. Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of

_____ Property Value \$ _____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

Bondsperson Signature _____

2. Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of

_____ Property Value \$ _____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

Bondsperson Signature _____

STOCKHOLDERS DISCLOSURE STATEMENT

(To accompany bid)

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

COMPANY NAME _____

ADDRESS _____

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

Shareholder or Partner

% Interest

Address

- () No stockholder or partner of the corporation or partnership holds 10% or more ownership.
- () Bidder is not a corporation or partnership.

I hereby certify that the information given above is true and correct as of _____
(Date of Bid)

Name and Title of Authorized Representative (Print or Type)

Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (P.L. 1977, ch. 33) N.J.S.A. 52:25-24.2

AFFIRMATIVE ACTION
QUESTIONNAIRE
(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 certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER _____
(Print or Type)

TITLE _____ DATE _____
(Print or Type)

SIGNATURE _____

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)

Authorized Signature

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

Bid Number _____

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

Notary Public of New Jersey
(Seal)

My commission expires _____, 20____

BID SHEET
 Berlin Borough
 Board of Education
Student Transportation Services

- Bids which do not include an adjustment amount will not be accepted.
- In the event bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.
- Alternate bids not solicited by the Board of Education will not be accepted.
- The following routes and aide (if applicable) are to be bid on a PER DIEM basis.
- Routes which require an aide are so indicated by an asterisk (*).

I hereby submit the following bid(s) to transport students during the 2017-2018 school year in accordance with your advertisement, specifications and route description.

<u>Tier Number</u>	<u>Route Number</u>	<u>Route Cost</u>	<u>Tier Cost</u> (without aide)	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)	<u>Tier Cost including Aide</u> (if applicable)
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____

BID SHEET (continued)

<u>Tier Number</u>	<u>Route Number</u>	<u>Route Cost</u>	<u>Tier Cost</u> (without aide)	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)	<u>Tier Cost including Aide</u> (if applicable)
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____

BID SHEET (continued)

Page ___ of ___

<u>Tier Number</u>	<u>Route Number</u>	<u>Route Cost</u>	<u>Tier Cost</u> (without aide)	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)	<u>Tier Cost including Aide</u> (if applicable)
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____
_____	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
	_____	\$ _____		\$ _____	\$ _____	
			\$ _____			\$ _____

TOTAL PER DIEM BID \$ _____ (Include route and aide costs, where applicable.)

Bulk Bid - If I am awarded all routes as identified by the individual routes bid above, a _____% deduction shall be applied to each route and aide cost, where applicable.

TOTAL NET PER DIEM BID \$ _____

Bidder's Name (Print or Type) _____ Company Name _____

Company Address and Telephone Number _____

Bidder's Signature _____ Date _____

BID SHEET (Continued)

Page ___ of ___

<u>Route Number</u>	<u>Route Cost</u>	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

**TOTAL
PER DIEM BID \$ _____** (Include route and aide costs, where applicable.)

Bulk Bid – If I am awarded all routes as identified by the individual routes bid above, a _____% deduction shall be applied to each route and aide cost, where applicable.

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

Bidder's Name (Print or Type)

Company Name

Company Address and Telephone Number

Bidder's Signature

Date