

## **MONMOUTH REGIONAL HIGH SCHOOL NOTICE TO BIDDERS**

The School Business Administrator/Board Secretary of the Board of Education of Monmouth Regional High School in the County of Monmouth, State of New Jersey, by authority of said Board, solicits sealed bids for one bid for NON-PUBLIC STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL FOR THE 2024-2025 SCHOOL YEAR- ROUTE #802 -BID NUMBER IS MRHS2425MR802. Bids are to be received at the Business Office of the Board of Education of Monmouth Regional High School, One Norman J Field Way, Tinton Falls, New Jersey 07724 up to 10AM prevailing time on Wednesday March 27, 2024.

Specifications and full information may be obtained upon application at the Business Office of the Monmouth Regional Board of Education, One Norman J Field Way, Tinton Falls, New Jersey, 07724. Bid documents are online at this link: <https://www.monmouthregional.net/Domain/506> Requests can be emailed to [mparry@monmouthregional.net](mailto:mparry@monmouthregional.net)

All bids must be submitted on a bid form which will be furnished upon application at the Office of the Monmouth Regional Board of Education, and bids not submitted on such form may be rejected.

Bidders are required to comply with the requirements of NJSA 10:5-31 et seq and NJAC 17:27. (Affirmative Action).

The Monmouth Regional Board of Education reserves the right to award the contract and to waive any informality in or to reject any or all bids if deemed to the best interest of the Monmouth Regional Board of Education.

Any bids submitted will be binding for 60 days subsequent to the date of the bid opening. If awarded a contract, your company/firm shall be required to comply with the requirements of NJSA 10:5-31 et seq and NJAC 17:27

By order of the Monmouth Regional Board of Education.

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Maria A. Parry, CPA, PSA  
School Business Administrator/Board Secretary  
Monmouth Regional High School  
[mparry@monmouthregional.net](mailto:mparry@monmouthregional.net)

DATE: 2/28/24

**MONMOUTH REGIONAL HIGH SCHOOL**

2024-2025  
**SCHOOL YEAR**

**BID SPECIFICATIONS**

**FOR**

**NON-PUBLIC STUDENT TRANSPORTATION SERVICES**

**TO AND FROM SCHOOL**

**Route 802**

**BID NUMBER**

**MRHS2425MR802**

## **SPECIFICATIONS FOR NON-PUBLIC STUDENT TRANSPORTATION SERVICES TO AND FROM SCHOOL**

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Monmouth Regional High School Monmouth Regional High School

2024-2025 School Year

### **GENERAL PROVISIONS**

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1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of Monmouth Regional High School governing student transportation.
2. The term of the contract shall, in general, be from September 1 through June 30 according to the non-public school's calendar. 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 Monmouth Regional High School 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 the non-public school's calendar. The non-public school's calendar, copy attached, is part of these specifications and of the contract.
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 Monmouth Regional High School.
5. As authorized by Monmouth Regional High School, only enrolled eligible non-public school students, shall be transported. The vehicle(s) assigned to the routes specified herein shall not be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) shall arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.
7. No transportation contract shall be subcontracted without the prior written approval of the Monmouth Regional High School Board of Education.
8. Bids are to be placed in a sealed envelope and plainly marked, "BID FOR NON-PUBLIC STUDENT TRANSPORTATION SERVICES, MONMOUTH REGIONAL HIGH SCHOOL DISTRICT-BID NUMBER MRHS2425MR802 and presented to Maria Parry, Monmouth Regional High School Business Administrator. Bids will be received at the Monmouth Regional High School Monmouth Regional High School Business Office, located at 1 Norman J. Field Way Tinton Falls NJ 07724 up to 10AM prevailing time on Wednesday March 27, 2024.

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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 Monmouth Regional High School 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 Monmouth Regional High School 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 Monmouth County.

## **VEHICLES**

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1. Transportation equipment shall be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State, and any additional specifications of Monmouth Regional High School.
2. All vehicles shall be systematically inspected twice within the year and display a school 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 school buses, including spares, to safely transport any and all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

## **ACCIDENT REPORTING**

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1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the Transportation Supervisor, School Business Administrator of Monmouth Regional High School providing the transportation following an accident , 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 Transportation Supervisor and/or School Business Administrator of Monmouth Regional High School after it is signed by the principal(s) of the receiving school(s). 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**

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1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the Transportation Supervisor and/or School Business Administrator of Monmouth Regional High School 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 federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, *N.J.S.A. 18A:39-17* through 20 (background check), and tuberculosis testing.

2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor shall report this absence to the district transportation supervisor.

3. 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 Principal/designee of the receiving school on the district prescribed incident/discipline form.

4. A bus aide assigned to a route awarded by this bid 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 will be required to comply with the criminal background check and tuberculosis testing as prescribed by law.

5. 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 Monmouth Regional High School board of education.

6. If, in the judgment of the Monmouth Regional High School 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. Payments to contractors shall be made on or about the 20th day of the month. Payments will be made in monthly installments, provided an appropriate invoice and all proper paperwork is submitted by the 10th of the month.
2. The contractor shall execute the contract and submit it to Monmouth Regional High School with all required related documents in order for Monmouth Regional High School 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. Payment for the month of June will be made by June 30th.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.
5. Payments are subject to approval by Monmouth Regional High School. Therefore, payments may be delayed depending on the Board's meeting schedule.

## **EMERGENCY PROVISIONS**

1. In the event the non-public school is closed due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the Monmouth Regional High School Transportation Supervisor. Contractors are advised to listen to school closing announcements broadcast over the local networks. 101.5 And 94.3.
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 on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If any change in the described route results, the amount of the contract shall be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.

3. The net result of any mileage adjustment to a nonpublic school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and nonpublic.

### **INSURANCE COVERAGE**

1. Unless otherwise specified by Monmouth Regional High School, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle Commission and Department of Education regulations. Monmouth Regional High School requires an insurance coverage greater than the minimum amount, and the contractor shall provide automotive liability insurance in the amount of \$ 5,000,000.00 combined single limit per occurrence. 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 Monmouth Regional High School is an additional insured party to the policy.
2. The district Monmouth Regional High School 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 Monmouth Regional High School 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 ten percent (10%) of the amount of the annual contract cost, 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 Monmouth Regional High School. 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 Monmouth Regional High School. 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). The annual contract amount of per diem contracts shall be calculated by multiplying the total per diem cost by 180 days.
2. Each bid shall be accompanied by a Consent of Surety.

### **PERFORMANCE GUARANTEE**

1. A corporate and/or personal performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. The performance guarantee shall be identified by the multi contract number or route number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond to be provided for per diem contracts shall be equal to the total per diem bid multiplied by 180 days.

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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.

2. Additionally, failure to provide services in accordance with these specifications may result in the following penalties:

Contractual Default	Penalty
Tardiness of up to 15 minutes	Per diem cost of contract
Tardiness exceeding 15 minutes	Twice the per diem cost of contract
Failure to pick up all pupils assigned to a route	Twice the per diem cost of contract
Failure to operate either the AM and/or the PM trip of any route	Twice the per diem cost of contract
Failure to comply with NJSA 18A:39-17-20 regarding fingerprinting	Three times the per diem cost of contract for each day of non-compliance
Any violation of bid specifications	Per diem cost of contract
Driver's child(ren)/friend on bus	Per diem cost of contract
Failure to submit a copy of an accident report to MRHS within 24 hours	Twice the per diem cost of the contract for each day the accident report is not submitted
Failure to provide a contact person between the hours of 6:30 AM – 4:30 PM	Per diem cost of contract
Failure to inspect vehicle at the conclusion of each route resulting in a student being left on the vehicle	Quadruple times the per diem cost of the contract; may result in removal of driver and/or termination of contract



Contractual Default	Penalty
Failure of the driver to communicate with the parents and their employers in emergency situations	Three times the per diem cost of the contract
Making route changes without the approval of the Transportation Supervisor and/or Business Administrator of Monmouth Regional High School	Per diem cost of contract
Failure to report an accident immediately	Three times per diem cost of the contract

### **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.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

### **ROUTES**

1. Within 10 days of the start of the contract, the contractor shall submit to Monmouth Regional High School a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the Monmouth Regional High School on the route description contained in the bid.

### **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 posting to MRHS website and email to all bidders who requested specifications.
2. The Monmouth Regional High School reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of Monmouth Regional High School.

### **TIE BID**

In the event of a tie bid, where bid price, responsiveness, responsibility and all other factors are equal, the award of contract shall be solely determined by the Board.

### **Affirmative Action**

The winning vendor or contractor shall be required to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., Affirmative Action Against Discrimination. The Affirmative Action Questionnaire must be completed and submitted with the bid proposal form. In lieu of the questionnaire the board will accept a copy of a current Certificate of Employee Information Report.

### **Debarment, Suspension, or Disqualification**

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report ([www.state.nj.us/treasury/debarred](http://www.state.nj.us/treasury/debarred)).

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List--Excluded Parties List System—System for Award Management—SAM.gov

### **IRAN/RUSSIA-BELARUS DISCLOSURE OF INVESTMENT ACTIVITIES N.J.S.A. 18A:18A-49.4**

The Board of Education, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran/Russia-Belarus—N.J.S.A. 52:32-55 et seq.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract must complete the certification attached to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

The Chapter 25 list must be reviewed prior to completing the certification which is attached. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran/Russia-Belarus under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty

prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, bidders 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/Russia-Belarus outlined above by completing the boxes on the lower portion of the enclosed form.

The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal. The Disclosure of Investment Activities in Iran/Russia-Belarus Form is to be completed, certified and submitted prior to the award of contract.

**Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid shall be cause for rejection of the bid.**

### **Non-Collusion Affidavit**

A notarized Non-Collusion Affidavit must be submitted with the bid. (N.J.S.A. 52:34-15)

### **Political Contribution Disclosure – Requirements**

Pursuant to N.J.A.C. 6A:23A-6.3 (a) (1-4) please note the following:

#### **Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (1)**

“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, c83 (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.”

#### **Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2-3)**

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”

#### **Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a) (4)**

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 (a) (2) Award of Contract.

### **Political Contribution Disclosure Form – Chapter 271**

In accordance with N.J.S.A. 52:34-25, part of Public Law 2005—Chapter 271, all business entities (vendors) who receive contracts with the Board of Education in excess of \$17,500.00 must complete and submit a Chapter 271 **Political Contribution Disclosure Form** prior to the award of contract. This bid package provides the following:

1. Public Law 2005—Chapter 271 Pay to Play Law  
The law highlights what political contributions must be disclosed.
2. Chapter 271 Political Contribution Disclosure Form  
This form must be completed and submitted with this bid.

### **Political Contribution Disclosure Statement – Pay to Play**

A business entity as defined by law is advised of its 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 Chapter 271 Section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at [www.elec.nj.us](http://www.elec.nj.us).

### **Price Guarantee—Ninety (90) Days**

The winning vendor shall guarantee all prices for the period of ninety (90) days from the bid due date.

### **Drug and Alcohol Testing**

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**

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.

### **Stockholder/Partnership Disclosure and Statement of Ownership:**

The contractor shall ensure compliance with the requirements of disclosing partnerships and ownership in compliance Local Finance Notice 2016-19.

### **Tuberculosis Testing**

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.

### **Bid Due Date**

All bids are to be received by the Monmouth Regional High School Board of Education Business Office no later than Wednesday March 27, 2024 at 10 AM. Bid packages are to be sent to:

Maria Parry, School Business Administrator

Monmouth Regional High School

1 Norman J Field Way

Tinton Falls NJ 07724

Fax 732-542-5815

**Bid proposal forms and all documents may be faxed before the deadline with a hard copy to be mailed or delivered to the business office.**

#### **1. Bid Proposal Form**

All prices are to be written in by typewriter or ink in a legible manner on the official Bid Proposal Form. Any price showing any erasure or alteration must be initialed by the vendor in ink, at the right margin next to the altered entry. Failure to initial any erasure or alteration may be cause to disqualify that particular bid entry. If the disqualified entry is a required one, the entire bid may be subject to rejection, so please fill out all entries with care.

The Bid Proposal Form must be duly signed by the authorized representative of the company in the appropriate space, at the end of the Bid Form. ***Failure to sign the Bid Proposal Form may be cause to disqualify the entire bid.*** If the Bid Proposal Form contains more than one sheet, then vendors are requested to affix the company name and address on each intervening sheet between the front sheet and the signature sheet which already bear the company information.

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The Board of Education will not consider any price on which there is any alteration to, or departure from, the specifications. Vendors are not to make any changes on the Bid Proposal Form, or qualify their prices with conditions differing from those defined in the contract documents. If vendors do make changes on the Bid Proposal Form, except as noted above for initialed clerical mistakes, it shall be cause to disqualify that particular price as non-responsive N.J.S.A. 18A:18A-2(y).

By submitting a proposal, the vendor covenants that he has carefully examined the contract documents, addenda, if any, and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations thereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

Each vendor submitting a price for a service contract shall include in his price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the contract documents. Vendors are to submit one price per item. The District will not accept multiple prices on individual items.

Bidders are to submit one bid price per item. The Board will not accept multiple bid prices on individual basis, nor will the Board accept a “bottom line” or “all or none” bid subject to the vendor receiving the entire contract.

## **2. Right to Know Law**

All potentially hazardous materials or substances must be properly labeled in full accordance with the New Jersey Right to Know Law - N.J.S.A. 34:5A-1 et seq. <http://www.state.nj.us/health/eoh/rtkweb/> All contractors or vendors who need additional information about the New Jersey Right to Know Law are to contact the:

New Jersey Department of Health

Right to Know Program

CN 368

Trenton, New Jersey 08625-0368

[rtk@doh.state.nj.us](mailto:rtk@doh.state.nj.us)

### **3. Documents to be Submitted—Original Signature;**

All participants in this bid process must submit the following documents with original signatures:

1. Affirmative Action Questionnaire or Certificate of Employee Information;
2. Chapter 271 Political Contribution Disclosure Form ;
3. Disclosure of Investment Activities in Iran Form;
4. New Jersey Business Registration Certificate;
5. Non-Collusion Affidavit;
6. Bid Proposal Form;
7. Stockholders' Disclosure Statement; and
8. Vendor Questionnaire/Certification.
9. Coordinated Transportation Services Agency Membership Form (CTSA only)

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

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

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

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin,



ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

*(Revised: January, 2016)*

**AFFIRMATIVE ACTION QUESTIONNAIRE**

**Bid No. MRHS2425MR802 Bid Date: Wednesday March 27, 2024 10 AM**

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

**If yes**, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No

**If yes**, please attach a copy of the certificate to this questionnaire.

3.If you answered **“NO”** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

[www.state.nj.us/treasury/contract/compliance/](http://www.state.nj.us/treasury/contract/compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:  
Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. 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.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**To be completed, signed below and returned with Bid.**

**Chapter 271**

**Political Contribution Disclosure Form**

**(Contracts that Exceed \$17,500.00)**

**Ref. N.J.S.A. 19:44A-20.26**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that  
(Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

**Reportable Contributions**

<b><u>Date of Contribution</u></b>	<b><u>Amount of Contribution</u></b>	<b><u>Name of Recipient Elected Official/ Committee/Candidate</u></b>	<b><u>Name of Contributor</u></b>

The Business Entity may attach additional pages if needed.

---

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

## 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.

<sup>1</sup> 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."

**P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**AN ACT** authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

**40A:11-51** 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-l et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

**19:44A-20.26** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price bid, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

**19:44A-20.13 3.** a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;



(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 19:44A-20.26.

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

County Name: Monmouth

State: Governor, and Legislative Leadership Committees

State Senator and two members of the General Assembly per district

Monmouth Regional High School

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County:

Freeholders

County Executive

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and Members of governing body, regardless of title)

Tinton Falls

Eatontown

Shrewsbury Township

Fire Districts

Tinton Falls

Eatontown

Shrewsbury Township

**To be completed and signed below. Return with Bid**  
**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**  
**MONMOUTH REGIONAL HIGH SCHOOL BOARD OF EDUCATION**  
**TINTON FALLS, NEW JERSEY 00000**  
**N.J.S.A. 18A:18A-49.5**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor"<sup>i</sup>) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional Sheets If Necessary.)*

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor's FEIN

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number

\_\_\_\_\_  
Vendor's Address (Street Address)

\_\_\_\_\_  
Vendor's Fax Number

\_\_\_\_\_  
Vendor's Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor's Email Address

<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024



NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_, of the city of \_\_\_\_\_

In the county of \_\_\_\_\_ and the state of \_\_\_\_\_ being of full age and duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the bidder making the proposal for the provision of goods or services to the Monmouth Regional High School Board of Education and that I executed the said proposal with the full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Monmouth Regional High School Board of Education 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 \_\_\_\_\_.

(Name of contractor)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

MRHS2425MR802

**BID SHEET- Return with Bid**

Bid Number MRHS2425MR802 due date **Wednesday March 27, 2024 10 AM**  
Monmouth Regional High School  
1 Norman J Field Way  
Tinton Falls NJ 07724  
732-542-1170-x1106  
732-542-5815

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

Description	Route Cost
Route #802 PRICE	
Increase/decrease adjustment cost:	
Per diem aide/attendance cost (if applicable)	

\_\_\_\_\_  
Bidders Name (Print or Type)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address and Telephone Number

\_\_\_\_\_  
Bidders Signature

\_\_\_\_\_  
Date

Please also attach a copy of your New Jersey Business Registration Certificate. Proof of insurance will be required prior to commencement of work.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Transportation MRHS2425MR802 School Year 2024-2025

Re: Bid for the Monmouth Regional High School Board of Education.

Bid No. MRHS2425MR802 Bid Date: **Wednesday March 27, 2024 10 AM**

Please check one type of Ownership, complete the form, and execute where provided.

<input type="checkbox"/>	<u>Corporation--</u>	<input type="checkbox"/>	<u>Limited Partnership--</u>
<input type="checkbox"/>	<u>Partnership--</u>	<input type="checkbox"/>	<u>Limited Liability Corp.--</u>
<input type="checkbox"/>	<u>Sole Proprietorship--</u>	<input type="checkbox"/>	<u>Limited Liability Partnership--</u>
<input type="checkbox"/>	<u>Sub Chapter S Corp.--</u>	<input type="checkbox"/>	Other- _____

No corporation “or partnership” shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 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 stockholder holding 10% or more of that corporation “or partnership” the individual partners owning 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.

**IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH RESPONDENT.** In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**List of Owners with Ten Percent (10%) or More Interest**

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

*NOTE:* If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, \_\_\_\_\_, is organized

<u>Names of Principals</u>	<u>Title</u>
_____	
_____	
_____	
_____	



---

Use additional paper if needed. Check here ☐ if additional sheets are attached.

**Name of Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

*Authorized Agent* \_\_\_\_\_ *Title* \_\_\_\_\_

---

SIGNATURE OF AUTHORIZED AGENT

**Vendor Questionnaire/Certification**

**Monmouth Regional High School Board of Education Transportation 2024-2025**

Bid Number: MRHS2425MR802

Bid Date/Time: **Wednesday March 27, 2024 10 AM**

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

FEIN No. \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

**References – Work previously done for Public School Systems in New Jersey**

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Vendor Certification**

**Direct/Indirect Interests**

I declare and certify that no member of the Monmouth Regional High School Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Monmouth Regional High School Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board

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member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

I certify that I am not an official or employee of the Monmouth Regional High School Board of Education.

**Gifts; Gratuities; Compensation**

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Monmouth Regional High School Board of Education.

**Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

---

President of Authorized Agent

---

***SIGNATURE***

## **SPECIFICATIONS**

- #1 - 6:29 AM - Stop/ ASHLEY Drive & PARKER Road
- #2 - 6:32 AM - Stop / Old DEAL Road & Wall St
- #3 - 6:38 AM - Stop / HOLLY GLEN Way & REDFERN Road
- #4 - 6:43 AM - Stop / WYCKOFF Road & BROOKWOOD Drive
- #5 - 6:46 AM - Stop/ MEADOWBROOK Ave & Pine St
- #6 - 6:48 AM - Stop/ WATSON Place & 1ST Ave
- #7 - 6:56 AM - Stop/ Hilbert Pkwy & Ruth Pl
- #8 - 7:01 AM - Stop/ WESTON Place & SAND SPRING Drive
- #9 - 7:04 AM - Stop/ Grant Ave & Surrey Ln
- #10 - 7:09 AM - Stop/ GRANT Ave & RUNNING BROOK Ave
- #11 - 7:10 AM - Stop/ Tess Ct & Nottingham Dr
- #12 - 7:15 AM - Stop I GRANT Ave & CAROLYN Court
- #13 - 7:16 AM - Stop I CLINTON Ave & WHITE St
- #14 - 7:20 AM - Stop I SOUTH St & RICHARDSON Ave
- #15 - 7:30 AM - Stop I Hance Ave & Apple St
- #16 - 7:32 AM - Stop I Riveredge Rd & Sylvan Dr
- #17 - 7:34 AM - Stop/ Riverdale Ave E & Hance Ave
- #18 - 7:38 AM - Stop/ HANCE Ave & PEAR St
- #19 - 7:39 AM - Stop/ NEWMAN SPRINGS Road & HOWARD Ave
- #20 - 7:41 AM - Stop/ Shrewsbury Ave & Cherry St
- #21 - 7:47 AM - Red Bank Catholic/ 112 Broad St

**NOTE:** Within 10 days of the start of the contract the contractor must submit to the Monmouth Regional Board High School Board of Education a description of the actual streets traveled.

Destination: St. James Grammar School  
30 Peters Place  
Red Bank NJ 07701-1706

Then: Red Bank Catholic  
112 Broad Street  
Red Bank NJ 07701

Arrival: 8 AM

Dismissal: 2:15 PM St. James  
2:25 PM Red Bank Catholic

Reverse route at dismissal unless directed by the Monmouth Regional High School Board of Education.

Estimated one way mileage: 25.76

Estimated Time: 1 hour 18 minutes

A maximum 54-Passenger vehicle equipped with seat belts is required for this route. The vehicle must meet State and Federal specifications.

Start Date September 1, 2024 (Any changes made by the school must be followed)

End Date: June 30, 2025 (Any changes made by the school must be followed)