

**South Brunswick Board of  
Education**

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**Middlesex County**

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**2024-2025 School Year**

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**Bid Specifications**

**for**

**In District Special Education Student Transportation Services**

**To and From School**

**Bid Number: Bid #09-24**

**Bid Opening Date: Thursday, May 9, 2024**

**Bid Opening Time: 11:00 A.M.**

**SOUTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION**

P.O. BOX 181

Monmouth Junction, NJ 08852

**Legal Notice**

The South Brunswick Township Board of Education invites the submission of sealed bids for:

**TRANSPORTATION ROUTES  
IN DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES**

Bid Number: **Bid #09-24**

Bids will be received up to **11:00 AM**, prevailing time, on **Thursday, May 9, 2024** at the School Business Office, 231 Blackhorse Lane, Monmouth Junction, NJ, 08852 at which time and place all bids will be publicly opened.

All bid submissions must be either hand delivered or sent via UPS, Fed Ex, etc. Bid submissions will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. Bids WILL NOT be accepted via email. **Mark all bid package submissions with BID ENCLOSED.**

Specifications may be obtained at the same office or requested by email to Steven Corso  
**[steven.corso@sbschools.org](mailto:steven.corso@sbschools.org)**.

All bid packages will be sent out via email. You may also obtain Specification and Bid Forms from the district's website.

**<https://www.sbschools.org/>**

- **Departments > Business > Content RFP's and Bids**

The Board of Education reserves the right to reject any or all bids. Bidders are required to comply with the requirements of P.L. 1975, c 127, (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27).

By order of the South Brunswick Township Board of Education

## **Special Notice—Office of the School Business Administrator**

As the School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of bids.

### **Submission of Bids**

All potential bidders are to send their responses through the US Postal Service or other recognized delivery service that provides certification of delivery to the sender. Our business department is operating in the office on Monday to Thursday, 8 A.M. to 4 P.M. Bids may be dropped off at the South Brunswick Board of Education Building, located at 231 Blackhorse Lane Monmouth Junction, NJ. Please leave all bid packages with the receptionist in our building. Please confirm receipt of your bid with Steven Corso – [Steven.corso@sbschools.org](mailto:Steven.corso@sbschools.org).

BIDS ARE TO BE SUBMITTED TO:

**David Pawlowski**

School Business Administrator/Board Secretary  
South Brunswick Board of Education

### **Delivery Service/Vestibule Drop off:**

231 Blackhorse Lane  
Jersey 08852  
Monmouth Junction, New Jersey 08852

### **By Mail:** PO Box 181

Monmouth Junction, New

### **Opening of Bids**

If you plan on attending the meeting in person you must confirm with Steven Corso – [steven.corso@sbschools.org](mailto:steven.corso@sbschools.org) before the opening date.

**David Pawlowski**

School Business Administrator/Board Secretary  
South Brunswick Board of Education

# In District Special Education Student Transportation Services

## To and From South Brunswick Board of Education

2024-2025

### General Provisions

1. All contractors must 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 will be from July 1, 2024 through June 30, 2025 according to the school calendar. Student transportation contracts include all the rules and procedures pertaining to student transportation though not expressly stated.
3. The Board of Education intends 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 school calendar. The attached school calendar is part of these specifications and of the contract.
4. The successful bidder is considered an independent contractor and is not 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 can be transported. The vehicle(s) assigned to the routes specified herein cannot be utilized for other purposes during the time periods designated by the route descriptions.

Children of drivers are not allowed on bus/van unless student has been assigned by Transportation Coordinator to the route.

6. Vehicle(s) must arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.

Contractors shall, to the best of their ability, have the same driver cover both the matching pick up and drop off route. When a substitute driver is needed to have the same substitute to the greatest extent possible perform the same covered route.

7. No transportation contract can 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 #09-24 for In District Special Education Student Transportation Services, South Brunswick School District**" and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official will unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the South Brunswick Board of Education Business Office, located at 231 Blackhorse Lane, Monmouth Junction, 08852 up to 11:00 a.m. prevailing time on Thursday, May 9, 2024.

9. If awarded a contract, your company/firm must ensure compliance with all applicable federal, state, and local regulations and 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. The Board of Education reserves exclusive rights to the vehicle under contract and will have the right to alter the existing route to meet joint transportation agreements with districts that are near or along the existing routes. A contractor may not sell empty seats on a vehicle under contract to the Board of Education under terms of the contract.

11. If any litigation commences between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit must be 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 must be properly registered by the Motor Vehicle Commission, 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 must be systematically inspected twice within the school year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.

The district reserves the right to perform inspections of any and/or all vehicles by District representatives or independent inspectors at times and days it desires. The Contractor shall immediately repair or replace any equipment deemed to be unsuitable for student transportation and the vehicle shall remain unusable in the district until it meets the approval of the /District's agent or independent inspector. Other repairs or modifications

desirable, but not required for student safety shall be addressed within 3 days of written notification to the Contractor.

All vehicles must be kept clean inside and outside. The Board of Education reserves the right to inspect contractor vehicles, used for South Brunswick School District school runs, and to order cleaning or other work necessary to maintain cleanliness and safety of students. If repairs, or other work, is not performed, the board has the right to order the vehicles not be used for the school district.

3. The contractor must provide and maintain an adequate number of school buses, including spares, to safely transport all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.
4. Vehicles must be able to accommodate route signs that are clearly visible to students and district personnel from at least the passenger side of the vehicle. Route signs must be posted on all vehicles for all routes each school day. Substitute buses covering routes must also have clearly visible route signs.
5. All vehicles must be equipped with radios connected to a base station manned at all times when the vehicle is in use transporting South Brunswick students.
6. Vehicles shall have a capacity of 54 passengers unless otherwise specified in bid. All vehicles to be used on routes must have an electronic child reminder system. Every driver must physically check the bus from back to front after each route to ensure all passengers have exited.
7. The Bidder agrees to provide vehicle maintenance on all buses and vans utilized under the contract at its own cost.

## **Accident Reporting**

Contractors must 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 NJAC 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with NJSA 39-4:130.

## **Reporting Student Left Unattended on the School Bus**

Every owner/operator of a school vehicle must 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 is determined that a student was 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 must 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 must be a reliable person of good character who possesses 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, NJSA 18A:6-7.6 through 18A:6-7.12 and NJSA 18A:39-17 through 20 (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), 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 must report this absence to the district transportation supervisor.
3. The bus driver must always be in full charge of the school bus and is required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position and is required to comply with the criminal background check and tuberculosis testing as prescribed by law.
5. Bus aides must 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.

6. If the Board of Education finds any driver or aide assigned to a vehicle operating under a contract awarded by this bid to be unsuitable for the position because of a lack of skills necessary to perform the job 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.

### **Executive County Superintendent Approval**

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

### **Payment Terms**

1. Payments to contractors shall be made on or about the 7<sup>th</sup> day after approval of the board at the board's regular monthly meeting. Payments will be made in monthly installments, provided an appropriate invoice is submitted by the 5<sup>th</sup> of the month.
2. The contractor must execute the contract and submit it to the district board of education with all required related documents 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 should 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 on or about the 7<sup>th</sup> day after approval of the board at the board's regular monthly meeting.
4. Per Diem contracts will be calculated on the actual number of days' transportation services were performed.
5. 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 the school is closed due to inclement weather or other emergencies, the contractor will be notified as soon as possible by the public-school authorities providing transportation. Contractors are also advised to check online for school closing announcements.
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 must immediately notify the other party.

## Basis of Bid and Adjustments

1. The bidder must submit the bid on the bid sheet contained in these bid specifications. Bids are submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If there is a change in the described route, the amount of the contract will 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 cannot exceed the maximum cost per student in accordance with NJSA 18A:39-1a. Calculations to determine the per student cost must include all students on the route, public and nonpublic.

## Insurance Coverage

1. Unless otherwise specified by the board of education, the contractor must provide automotive liability insurance in the minimum amount required by the Motor Vehicle Commission and Department of Education regulations. If the board of education requires an insurance coverage greater than the minimum amount, the contractor must provide automotive liability insurance in the amount of **\$5,000,000** combined single limit per occurrence. Bidders are 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 must be presented by the successful bidder. The certificate of insurance must 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 must be notified by the insured whenever any policy is cancelled. Notification must 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 hold harmless the Board of Education from any lawsuits 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.

The bidder shall provide general liability insurance in the amount of not less than **\$2,000,000.00** which includes sexual molestation coverage.

### **Bid Guarantee**

1. Each bid shall be accompanied by a bid bond, cashier's or certified check for five percent, (5%), 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 the South Brunswick 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 for all unsuccessful bidders, except for the three lowest bidders, will be returned within ten, (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 must be accompanied by a Consent of Surety.

## **Performance Guarantee**

1. A corporate and/or performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. Each bid shall be accompanied by a signed Prescribed Form of Questionnaires, 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. The bonding company is responsible for notification to the District if, at any time, the successful bidder does not fulfill the monetary requirements to the bidding company. The bond shall include the Multi-contract number or Route number(s).
2. Personal bonds are NOT permitted.

## **Breach of Contract/Penalties**

In the event the bidder fails to provide service in accordance with these specifications and stated requirements of the routes, the bidder will be considered in Breach of Contract and may be subject to a penalty deduction in addition to the route deduction. Per diem deductions are based on a 180-day school year. If the Bidder consistently fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, the School District may cancel the contract and procure service elsewhere. The School District, in its sole discretion, may call for the forfeiture of the Performance Bond.

1. Tardiness without good cause. In general, all routes are designed to arrive at the school about ten minutes before the start or dismissal bell. If a vehicle does not arrive before the start or dismissal bell it is considered late. A driver or aide no show is not a good cause for lateness.

PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180-day school year.

2. Driver/Contractor failure to pick up all pupils assigned to a route without good cause.

PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180-day school year.

3. Failure to operate either morning and/or afternoon trips on any one route without a good cause. PENALTY – Per diem cost of contract for each morning or afternoon trip based on a 180-day school year.

4. Drivers changing routes, making unauthorized stops and/or transporting other than assigned students, PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180-day school year.
5. Miscellaneous penalty for infractions of this contract not included above. PENALTY - \$150 per incident per day.
6. If necessary, for district mechanic to cover breakdown. CHARGE - \$125 per hour for mechanic; minimum three hours plus applicable penalties.
7. If necessary, to cover any contracted route for safety or performance reasons. CHARGE - \$250 per route covered for use of a district bus and driver plus applicable penalties. CHARGE - \$150 per route covered for use of district driver and contractor bus plus applicable penalties.
8. Any tier package altered, switched, or combined without written authorization by the District, PENALTY - \$500 per diem per incident.

## **Training Programs**

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA. 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.
2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.
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 the district Board of Education a description of the actual streets traveled for routes for the transportation of special education students for which the streets to be traveled are not described by the Board of Education on the route description contained in the bid.

Attached to this Bid Specification are the AM routes which form the basis for the bid. PM routes are operated the same as AM routes or in reverse.

2. Drivers shall take the most direct, safest route to and from child's home to school.
3. No contractor/driver has the authority to change or alter routes, stops, times without notification and approval of the District Supervisor of Transportation. Each route is subject to additional and/or deletion of stops/students by the District Supervisor of Transportation.
4. The Board of Education reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract. Any revision that shall create an increase or decrease of mileage, not to exceed five percent of the total base service mileage, as specified in routes attached, shall be deemed an ordinary part of this bid and the contract to follow. A monthly adjustment will be made for mileage in excess of five percent. Said adjustment will result in either a rebate to the School District or added compensation to the Bidder.
5. All vehicles will clearly display the route numbers at least on the passenger side of the vehicle near the passenger door or one window back from the passenger door. The route signs must be displayed on each vehicle, every school day.
6. Seating charts must be completed on forms provided by the district for each route. Seating charts must be submitted to the district by the end of the third week of September each year. Drivers must update and submit seating charts throughout the year as needed.
7. The bidder shall only transport passengers assigned by the District as evidenced by the student list for each route and according to NJAC 6A:27-1.4.
8. No route package may be changed, combined, or switched with any other route without the written consent of the district.
9. The District must be notified of any driver or aide change prior to the start of the route.
10. 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 office on the third day.

#### **SUPERVISION**

1. The Bidder will provide a qualified supervisor and an adequate staff of support employees. The supervisor will be trained and experienced in the supervision of bus and van drivers and aides. The supervisor or assistant will be available during the driver's regular working hours (at least between 6:30 a.m. and 4:30 p.m.), and at all

other reasonable times to confer with the designated administrators of the School District concerning the service provided by the Bidder.

2. Bidder will agree to make supervisors, drivers and other staff available for reasonable school and community related inquiries upon request and notice from the School District at no additional cost.

### **AMENITIES**

1. Two-Way Radios the bidder will agree to install, maintain and operate two-way radios in all vehicles and substitute vehicles contracted to the school district. All costs for the operation of these radios shall be borne by the bidder. If available, the bidder may utilize the district's radio frequency. If the bidder chooses to use the district's radio frequency, only transmissions relating to district transportation can be made at any time. If the bidder chooses to use another frequency, then the bidder will provide to the district a means to monitor and communicate directly with the bidder's vehicles and base.

2. Video Supervision The district prefers all buses be video camera equipped but does not require it. The district does require the vendor to supply video equipped buses on routes it designates from time to time. The vendor must supply the district with the requested video from those buses before the next day close of the district business office. The vendor must have additional recording devices to permit daily recording when media has been submitted to the district for review. The vendor must supply the district with the means to view the videos from the vendor's camera system. Bus cameras shall be checked at least quarterly. Failure to submit a requested video may result in a \$50 per day per incident penalty.

### **BULK BIDDING**

1. Bulk bidding is encouraged by indicating a percentage discount on the bid sheet.

### **MODIFICATIONS**

1. Any modifications to these specifications after the public advertisement and prior to the scheduled bid opening will be made known by fax/email to all bidders who requested specifications.

2. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of the State Board of Education. The to/from routes are subject to additional and/or deletion of stops/students for the term of the contract and subsequent renewals.

## **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 will 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 must 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:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors must furnish such reports or other documents to the Division of Contract Compliance & EEO as requested by the office from time to time to carry out the purposes of these regulations. Public agencies will furnish such information as requested by the Division of Contract Compliance & EEO to conduct a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

### **Ownership Disclosure**

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 a 10% or greater interest. 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 must also be listed. The disclosure continues 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**

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**

If awarded a contract, your company/firm is required to certify to the board of education that you follow the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.



## **Background Checks**

1. The contractor must ensure compliance with the requirements of NJSA 18A:39-17 through 20 governing criminal history background checks and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.
2. The contractor must ensure compliance with the requirements of NJSA 18A:6-7.6 through 12 governing child abuse and sexual misconduct checks. Additional information on this requirement is available from the Office of Student Protection's "[Pre-Employment Resources](https://www.state.nj.us/education/crimhist/preemployment/)" webpage: <https://www.state.nj.us/education/crimhist/preemployment/>.

## **Driver and Aide Training**

The contractor must comply with the requirements of NJSA 18A:39-19.1a, 2, and 3 governing the training of school bus drivers and aides and must 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.

## **Disclosure of Political Contributions**

The contractor must file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to NJSA 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate exceeding \$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](http://www.elec.state.nj.us).

## **Maintenance of Contract Records**

The relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to NJSA 52:15C-14(d). The contractor must maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. These records must be available to the New Jersey Office of the State Comptroller upon request.

## **Notification Required when a School Bus Driver's License is suspended or revoked**

When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had their bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board or contractor.

**The following documents must be submitted for your bid to be considered:**

1. Bidder's Guarantee
2. Business Registration Certificate
3. Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
4. Omnibus Transportation Employee Testing Act Compliance Assurance
5. School Bus Driver Annual Certification Compliance Assurance
6. Disclosure of Investment Activities in Iran
7. Prescribed Questionnaire
8. Consent of Surety
9. Statement of Ownership Disclosure
10. Coordinated Transportation Services Agency Membership Form (CTSA only)
11. Affirmative Action Documentation or Questionnaire
12. Non-Collusion Affidavit
13. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
14. Bid Sheet

**PRESCRIBED FORM OF QUESTIONNAIRE**

(To accompany bid)

**SURETY BOND**

\_\_\_\_\_ CORPORATE – 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 \_\_\_\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**  
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *<name of contracting unit>* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<type of contracting unit>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Coordinated Transportation Services Agency Membership Form**

(To accompany the bid – CTSA only)

BOARD OF EDUCATION

CHIEF SCHOOL ADMINISTRATOR

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Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

**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)

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

\_\_\_\_\_  
Authorized Signature

Bid Number \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
(Seal)

My commission expires \_\_\_\_\_, 20\_\_\_\_



**EQUIPMENT CERTIFICATION**

The undersigned Bidder hereby certifies as follows:

1. The number and type of (*Type of Equipment or Vehicle, etc.*) intended to be used to fulfill all requirements of the Contract Documents with respect to the (*Scope of Work/Services*) are listed Table 1 and 2 and attached hereto.

Note: If the Bidder owns or controls all the necessary equipment required, complete Paragraph 2 below. If the Bidder does not own or control all the necessary equipment required, complete Paragraph 3 below.

2. The bidder owns or controls all the necessary equipment show in Table 1 and required to accomplish the work described in the Contract Documents during the Contract Term.

Name of Bidder: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature)

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

3. The Bidder does not own or control all the necessary equipment required to accomplish the Work described in the Contract Documents during the contract Term. The equipment actually owned or controlled by the Bidder is identified in Table 1.

The remaining equipment required to perform the Work described is noted in Table 2 together with the certification of the owner or person in control of such equipment.

Name of Bidder: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature)

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

**TABLE 1**  
**LIST OF EQUIPMENT**  
**OWNED OR CONTROLLED BY BIDDER**

<b><u>Type of Equipment</u></b> (Vehicle, Pump, Etc.)	<b><u>Number</u></b>	<b><u>Make</u></b>	<b><u>Equipment Model</u></b>	<b><u>Age</u></b>
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(Attach additional sheets if necessary)

**TABLE 2**

**CERTIFICATION OF OWNER OR CONTROLLER OF EQUIPMENT  
NOT OWNED OR CONTROLLED BY BIDDER**

**This is to certify that I, the undersigned, own or control the equipment required and noted below and definitively grant the Bidder named below the control of said equipment during such time as may be required for that portion of the Work described in the Contract Documents for which said equipment is necessary for the term of the contract.**

\_\_\_\_\_ (Name of Bidder)

\_\_\_\_\_ (Name of Owner or Controller)

**Name of Bidder:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Signature)

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

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

**Type of Equipment**  
(Vehicle, Pump, Etc.)

**Number**

**Make**

**Equipment Model**

**Age**

(Attach additional sheets if necessary)

**South Brunswick Board of Education**

**Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed \$17,500.00)  
Ref. N.J.S.A. 19:44-20.26**

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 \_\_\_\_\_

# Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.

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

**AN ACT** authorizing unit 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-1 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 quote, 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-1 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**

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

**County Name: Middlesex**

**State:** Governor, and Legislative Leadership Committees

**Legislative District #s:** 13, 14, 17, 18, 19, 22

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

**County:** Freeholders                      County Clerk                      Sheriff                      Surrogate

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

Carteret Borough	Middlesex Borough	
Cranbury Township	Milltown Borough	Sayreville Borough
Dunellen Borough	Monroe Township	South Amboy City
East Brunswick Township	New Brunswick City	South Brunswick Township
Edison Township	North Brunswick Township	South Plainfield Borough
Helmetta Borough	Old Bridge Township	South River Borough
Highland Park Borough	Perth Amboy City	Spotswood Borough
Jamesburg Borough	Piscataway Township	Woodbridge Township
Metuchen Borough	Plainsboro Township	

**Boards of Education (Members of the Board):**

Carteret Borough	Metuchen Borough	Sayreville Borough
Cranbury Township	Middlesex Borough	South Amboy City
Dunellen Borough	Milltown Borough	South Brunswick Township
East Brunswick Township	Monroe Township	South Plainfield Borough
Edison Township	North Brunswick Township	South River Borough
Helmetta Borough	Old Bridge Township	Spotswood Borough
Highland Park Borough	Perth Amboy City	West Windsor-Plainsboro Regional
Jamesburg Borough	Piscataway Township	Woodbridge Township

**Fire Districts (Board of Fire Commissioners):**

East Brunswick Township Fire District No. 1	Plainsboro Township Fire District No. 1
East Brunswick Township Fire District No. 2	South Brunswick Township Fire District No 1
East Brunswick Township Fire District No. 3	South Brunswick Township Fire District No. 2
Jamesburg Borough Fire District No. 1	South Brunswick Township Fire District No. 3
Monroe Township Fire District No. 1	Woodbridge Township Fire District No. 1
Monroe Township Fire District No. 2	Woodbridge Township Fire District No. 2
Monroe Township Fire District No. 3	Woodbridge Township Fire District No. 4
Old Bridge Township Fire District No. 1	Woodbridge Township Fire District No. 5
Old Bridge Township Fire District No. 2	Woodbridge Township Fire District No. 7
Old Bridge Township Fire District No. 3	Woodbridge Township Fire District No. 8
Old Bridge Township Fire District No. 4	Woodbridge Township Fire District No. 9
Piscataway Township Fire District No. 1	Woodbridge Township Fire District No. 10
Piscataway Township Fire District No. 2	Woodbridge Township Fire District No. 11
Piscataway Township Fire District No. 3	Woodbridge Township Fire District No. 12
Piscataway Township Fire District No. 4	



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
		<b>2</b> Business name/disregarded entity name, if different from above	
		<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
		<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
		<b>6</b> City, state, and ZIP code	
		<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>														
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<b>or</b>														
<b>Employer identification number</b>														
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

SOUTH BRUNSWICK BOARD OF EDUCATION
SOUTH BRUNSWICK, NEW JERSEY 08852
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") 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.

Four horizontal lines for providing a detailed description of the Vendor's activity. Includes the instruction: (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

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).

SOUTH BRUNSWICK SCHOOL DISTRICT - 2024 - 2025 SCHOOL CALENDAR

September				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

February				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**September**

- 2-No School - Labor Day
- 3 & 4 -Staff Only - PD#1 & #2
- 5 -First Day Students

**October**

- 3-4-No School - Rosh Hashanah
- 31- No School - Diwali

October				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

March				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**November**

- 4-Staff Only P/T Conferences(Full Day & Evening)
- 5 - Staff Only - PD #3
- 6 - Staff Only - PD #4
- 7 & 8 - No School - NJEA
- 27 - Early Release - Thanksgiving Eve
- 28-29 - No School - Thanksgiving

November				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**December**

- 20 - Early Release -Winter Break
- 23 - 31- No School - Winter Break

**January**

- 1, 2 & 3 - No School - Winter Break
- 20 - No School ML King B'day

December				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**February**

- 10 - Delayed Opening
- 17 - No School - Presidents' Day

**March**

- 17 - Early Release - Elementary Schools ONLY - P/T Conferences

**April**

- 14 -18 - No School - Spring Break
- 21 - Emergency Closing Makeup #2

January				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**May**

- 23 - Emergency Closing Makeup #1
- 26 - No School - Memorial Day

**June**

- 5 - No School - Eid-Al-Adha
- 20 - No School - Juneteenth
- 25, 26, & 27 - Early Release
- 27 - Early Release - Last Day for Staff/Students-Graduation

***This calendar allows for up to 2 emergency make-up days. If schools are closed due to an emergency, days will be made up in the following order :***

Day #1 - May 23rd

Day #2 - April 21st

Additional snow days, if needed will be taken from Spring Break

***Schools will be closed on the above days only if there is no need to make up days lost due to emergencies.***

- No School
- Early Release
- Early Release-ELEM Only
- Delayed Opening

- Staff Only
- Inclement Weather Makeup
- First Day/Last Day

**Board Approved: 1/18/24**

# Route Descriptions

SOUTH BRUNSWICK SCHOOL DISTRICT  
ROUTE DESCRIPTION  
IN DISTRICT SPECIAL EDUCATION STUDENTS

ROUTE #344CA

DESTINATION:       **CAMBRIDGE ELEMENTARY SCHOOL**  
35 Cambridge Rd, Kendall Park  
School Hours: 9:00 am - 3:35 pm

ARRIVAL TIME AT FIRST STOP 8:20 am

STOP 938 Georges Rd  
101 Dahlia Circle  
2104 Dahlia Circle  
2003 Dahlia Circle  
16 Larkspur Dr  
STOP **CAMBRIDGE ELEMENTARY SCHOOL**

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at Cambridge Elementary School no earlier than 8:50 am or later than 8:55 am. P.M. Run begins at the Cambridge Elementary School at 3:35 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger bus (can be larger but must be a yellow school van – no full size bus)

Special Needs: Aide required

THE STARTING DATE OF THIS ROUTE IS: September 2024 \* In accordance with the school calendar

SOUTH BRUNSWICK SCHOOL DISTRICT  
ROUTE DESCRIPTION  
IN DISTRICT SPECIAL EDUCATION STUDENTS

ROUTE #346CA

DESTINATION:       **CAMBRIDGE ELEMENTARY SCHOOL**  
35 Cambridge Rd, Kendall Park  
School Hours: 9:00 am - 3:35 pm

ARRIVAL TIME AT FIRST STOP 8:20 am

STOP 129 Henderson Rd  
Front of Oakdale Mobile Park  
23 Oakdale Village  
19 Paul Ave  
Augustine & Colleen Ct  
62 Promise Way  
STOP **CAMBRIDGE ELEMENTARY SCHOOL**

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at Cambridge Elementary School no earlier than 8:50 am or later than 8:55 am. P.M. Run begins at the Cambridge Elementary School at 3:35 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger bus (can be larger but must be a yellow school van – no full size bus)

Special Needs: Aide required

THE STARTING DATE OF THIS ROUTE IS: September 2024 \* In accordance with the school calendar

SOUTH BRUNSWICK SCHOOL DISTRICT  
ROUTE DESCRIPTION  
IN DISTRICT SPECIAL EDUCATION STUDENTS

ROUTE #348MJ

DESTINATION:       **MONMOUTH JUNCTION ELEMENTARY SCHOOL**  
630 RIDGE RD, MONMOUTH JUNCTION  
School Hours: 9:00 am - 3:35 pm

ARRIVAL TIME AT FIRST STOP 8:20 am

STOP 4203 Fresh Ponds Rd  
30 Potomac Rd  
Stanley & Benjamin Ct  
Bldg1 @ Northumberland Way  
STOP **MONMOUTH JUNCTION ELEMENTARY SCHOOL**

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at Monmouth Junction Elementary School no earlier than 8:50 am or later than 8:55 am. P.M. Run begins at the Monmouth Junction Elementary School at 3:35 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger bus (can be larger but must be a yellow school van – no full size bus)

Special Needs: Aide required

THE STARTING DATE OF THIS ROUTE IS: September 2024 \* In accordance with the school calendar

SOUTH BRUNSWICK SCHOOL DISTRICT  
ROUTE DESCRIPTION  
IN DISTRICT SPECIAL EDUCATION STUDENTS

ROUTE #349MJ

DESTINATION:       **MONMOUTH JUNCTION ELEMENTARY SCHOOL**  
630 RIDGE RD, MONMOUTH JUNCTION  
School Hours: 9:00 am - 3:35 pm

ARRIVAL TIME AT FIRST STOP 8:20 am

- STOP Front of Oakdale Mobile Park  
40 Dundee Rd  
9 Shady Lane  
Dundee Rd & Shady Lane  
Stanworth & Blair Rd  
146 Kendall Rd
- STOP **MONMOUTH JUNCTION ELEMENTARY SCHOOL**

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at Monmouth Junction Elementary School no earlier than 8:50 am or later than 8:55 am. PM Run begins at the Monmouth Junction Elementary School at 3:35 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger bus (can be larger but must be a yellow school van – no full size bus)

Special Needs: Aide required

THE STARTING DATE OF THIS ROUTE IS: September 2024 \* In accordance with the school calendar



**BID SHEET**

**SOUTH BRUNSWICK BOARD OF EDUCATION**

**IN DISTRICT SPECIAL 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 2024-2025 school year in accordance with your advertisement, specifications, and route description.

<u>Route</u>	<u>Per Diem</u>	<u>Increase/Decrease</u>	<u>Per Aide</u>
<u>Number</u>	<u>Route</u>	<u>Adjustment</u>	<u>Cost</u>
	<u>Cost</u>	<u>Cost</u>	<u>(if applicable)</u>
344CA*	\$ _____	\$ _____	\$ _____
346CA*	\$ _____	\$ _____	\$ _____
348MJ*	\$ _____	\$ _____	\$ _____
349MJ*	\$ _____	\$ _____	\$ _____

**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.**

**BID SHEET – VENDOR CERTIFICATION  
SOUTH BRUNSWICK BOARD OF EDUCATION  
IN DISTRICT STUDENT TRANSPORTATION**

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**Bidder's Name (Print or Type)**

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**Company Name**

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**Company Address and Telephone Number**

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**Bidder's Signature**

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**Date**