



PALMYRA BOARD OF EDUCATION
301 DELAWARE AVENUE
PALMYRA, NJ 08065

**REQUEST FOR PROPOSALS (RFP)
FOR CONSTRUCTION MANAGEMENT SERVICES**

Submission Due Date:
April 17, 2024 at 3:00 PM

PURPOSE

The Board of Education of the Palmyra School District (BOARD) is requesting proposals from experienced and qualified firms or individuals to provide Construction Management Services in connection with the construction of various capital projects approved by the voters on March 12, 2024 at the District's school as more fully described in the attached Exhibit A. The Board intends to solicit proposals and qualifications for Construction Management Services from qualified applicants.

DESCRIPTION OF WORK – See the attached Exhibit “A” Powerpoint Presentation

SCOPE

In general, professional Construction Management “Not-At-Risk” Services consistent with the responsibilities defined in the District edited American Institute of Architects AIA A-201 CMA General Conditions of the Contract for Construction and as specifically outlined in Article 4 – ADMINISTRATION OF CONTRACT. Services are to be provided from the date of engagement by the Owner through (60) calendar days from the date of Substantial Project Completion by the successful Contractor(s) as set forth in the Contract Time of Completion of the Contract Documents. Services are to be provided to supplement services provided by the Owner's Architect, Garrison Architects.

The successful respondent for Construction Management Services for the Construction Project shall provide all required, services, including the following projects: Package #1 Charles Street School Partial Roof Replacement and Package #2 Stadium Track Replacement, Package #3 Charles Street School and Palmyra High School Addition and Renovations (balance of the work).

A. PRECONSTRUCTION PHASE: Project #1: May, Project #2 and #3: June - August

1. Review design documents during development for constructability, coordination, completeness and value. Provide a written constructability analysis report with recommendations to the Board and Garrison Architects at the completion of

construction documents phases, for certain projects as identified in Attachment "A" following an initial meeting with Garrison Architects.

2. Prepare a constructability/value analysis report at the completion of the construction documents phase in Excel and on the Drawings, as required.
3. Attend design meetings as necessary, conducted by Garrison Architects, at their office or Zoom call.
4. Analyze the project requirements and develop a site logistics plan in consultation with Garrison Architects, and Owner, as necessary.
5. Assist the Board with recommendations regarding any Board purchased equipment and material (FFE).
6. Review, affirm and monitor overall project schedule prepared by Garrison Architects including design, approvals, bidding, construction, occupancy and closeout. Monitor and update the project schedule biweekly, during the preconstruction phase.
7. Review, affirm and monitor the construction milestone schedule prepared by Garrison Architects, based on the established phasing plan to be included in the bidding documents.
8. Prepare RFP's for selection of special consultants, which may be required during the project. (Construction Testing, Commissioning, etc.)
9. Assist Garrison Architects and counsel with preparation and issuance of construction bid packages, summary of work, general conditions, etc.
10. Help generate local qualified Contractor interest in the project.
11. Assist Garrison Architects with the pre-proposal conference with prospective bidders.
12. With Garrison Architects and counsel, evaluate Contractor proposals and prepare a bid analysis and recommendation of contract award for Board approval.
13. Organize and oversee a preconstruction "kickoff" meeting with the successful Contractor immediately after contract award.
14. Assist Garrison Architects and Contractor in obtaining any necessary permits.

B. DESIGN AND BIDDING PHASE: Project #1: April - May, Project #2: September - October, Project #3: September - October

1. Review the design documents prepared by Garrison Architects. Advise the Owner of any areas of concern. Make recommendations for corrective action.
2. Review the initial budget based upon the design documents prepared by Garrison Architects. Perform a review of the budget based upon the Construction Documents. Advise the Owner and Garrison Architects if it appears that the Construction Cost may exceed the Project budget. Make recommendations for corrective action. Cost

estimates prepared by the Construction Manager represent the Construction Manager's best judgement as a professional familiar with the construction industry.

3. Development of Bid Documents - Assist Garrison Architects in the development of detailed and complete bid documents to assure timely, responsive and comparable bids, while avoiding questions and protests. Identify and investigate contractors and suppliers interested in bidding the work.
4. Establish Phased Bid and Construction Schedule - Assist Garrison Architects in the preparation of a schedule for the bidding of construction contracts and an overall construction schedule identifying key schedule milestones to be included in the bidding documents.
5. Pre-Bid Conference - Assist Garrison Architects in the organization and operation of pre-bid conferences prior to the receipt of bids. Familiarize bidders with the bidding documents and assure that all bid documents are clear. Assist Garrison Architects with the receipt of questions from bidders, and with the issuance of Addenda.
6. Evaluation of Bids Received - Assist the District and Garrison Architects in receipt, review and evaluation of bids. Ensure that all contractors and suppliers are approved by the DPMC, as required.
7. Present Monthly Reports - Present to the School Board and/or Administration, a monthly report on schedule status, problems, decisions required, and a general overview of the project status. A copy of the report should be submitted to Garrison Architects at the same time of submission to the Board of Education.

C. CONSTRUCTION PHASE: Project #1: June - August 2024, Project #2: Fall 2024, Project #3 November 2024 - December 2025

1. Provide sufficient staffing to provide the services described herein.
 - Project Management
 - Construction Supervision
 - Others as Required
2. Provide project administration as needed, as the point of communications with the Contractor, as the Board's agent. Coordination of construction activities for various projects consisting of additions and renovations work.
3. Serve as Project's primary point of contact throughout the project until final acceptance.
4. Assist the Owner in hiring and coordination with the Owner's construction testing, balancing, inspection activities, and commissioning agent.
5. Oversee storage of any Board purchased items.
6. Participate in meetings with the Site Supervisors of the various trades, as needed, to ensure proper coordination and continuity of the schedule.
7. Conduct the bi-weekly construction meetings and prepare the minutes of the meeting and distribute the same to all.

8. Provide logging, tracking, reviewing and recommendations for all proposed change orders submitted by a contractor. Provide an Excel spreadsheet to track the COR#, date requested, scope of work, proposed amount, status, approved amount, approved date and note if it is an allowance or change order.
9. Prepare monthly reports summarizing project progress relative to design, cost and schedule. Reports to include any updated schedules, cost reports, change order log, RFI log, submittal log and photographs.
10. Review Contractor monthly applications for payment approval and work with Garrison Architects. Confirm all relevant attachments including certified payroll reports, affirmative action reports, etc. are included.
11. Advise Garrison Architects and Owner on a regular basis of any problems or coordination requirements.
12. Create and maintain a log of construction activities and site, weather and other factors describing or affecting construction work.
13. Assist Owner with Owner provided items, equipment and installation. The items include but are not limited to furniture, technology, data, security systems, cable tv, DCA required special inspections, HVAC TAB and Commissioning services, etc.
14. Review Contractor(s) Technical and other Submittals and Shop Drawings for completion, as required by the Contract Documents, and transmission of same to Garrison Architects for technical review and approval. Incomplete submittals are to be returned to the Contractor by the Construction Manager.
15. Review progress of the work for quality, and adherence to the contract documents, inspect all work and alert Garrison Architects to any conformance issues for final disposition by Garrison Architects. Monitor the work of the Contractor to achieve high quality performance. Recommend corrective actions to Garrison Architects, if required.
16. Take digital photographs of the project as needed.
17. Assist Garrison Architects in identifying incomplete and unsatisfactory work. Coordinate completion of corrective work with Contractor.
18. Assist Garrison Architects in final inspections and determination of substantial completion.

D. CLOSEOUT PHASE: Project #1: September 2024, Project #2: TBD 2025, Project #3: January 2026 - March 2026

1. Identify and resolve any open issues. Coordinate Contractor completion of all punch list items.
2. Coordinate receipt, review for accuracy and transmittal to the Board of Contractor supplied attic stock, spare parts, as-built drawings, warranties, operations and maintenance manuals, etc.
3. Oversee all Contractor final inspections, and receipt of Certificate of Occupancy from the Township.

4. Oversee Contractor's final system demonstrations and training to Board's facilities staff.
5. Summarize total project costs in a final report, including all change orders.

REQUEST FOR PROPOSALS AND QUALIFICATIONS – PROCEDURES

Distribution of RFQ

The RFQ can be picked up at the Palmyra School District Board of Education Office, 30 West Broad Street, side entrance, Palmyra NJ 08065, during normal business hours between 8:00 a.m. and 2:00 p.m. Distribution of the package will begin on April 8th, 2024 The RFQ can also be obtained on the district's website at <https://www.palmyraschools.com/documents/departments/business-office/public-notices-%26-information/93918>.

It is the responsibility of all potential Proposers requesting the RFQ package to request of the Board that such potential Construction Manager's name and their contact information be placed on the distribution list to be maintained in the office of the Board. In the event that the Board issues responses to Proposers' questions, or if additional information or clarification is required to be distributed by the Board, such information will be distributed to those on the distribution list. The Board assumes no responsibility for distribution to potential Construction Management firms who are not on the distribution list.

Responses

All RFQs must be received by the Board of Education Business Administrator/Board Secretary no later than **3:00 p.m. on April 17th, 2024** at the Board of Education office located at 30 West Broad Street, side entrance, Palmyra NJ 08065, for the Palmyra School District. The exterior of such sealed envelope shall be clearly labeled and state "BOARD OF EDUCATION OF THE PALMYRA SCHOOL DISTRICT CONSTRUCTION MANAGEMENT SERVICES PROPOSAL." Responding Proposers will provide 3 copies of their response. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Mr. Jay Toscano, (856) 786-9300 ext 1000 or via email at: jtoscano@palmyra.k12.nj.us.

Facsimile or e-mail submissions will not be accepted.

Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided.
- B. The age of the proposer's firm and the average number of employees over the past three years.

- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Include an organization chart and resumés for all persons identified as potential key staff. You are required to identify the On-site Construction Manager who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:
1. **Project Executive** should have at least 15 years of management experience with a minimum of 10 New Jersey public projects of a similar size and scope.
 2. **Construction Managers** should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience. Mechanical system experience preferred.
- D. A listing of at least 10 other engagements where services of the types being proposed were provided in the past ten years and should include other school districts and other levels of government. The list must include the following information: project location, client, architect, services provided, completion date, construction value, change orders and contact person. The Board of Education may obtain references from any of the parties listed.
- E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client.
- F. A detailed plan for providing the proposed services, with a description of the proposing firm's approach and specific scope of services.
- G. Proof of professional liability insurance and Professional Liability Certificate naming Palmyra BOE as Certificate Holder.
- H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement.
- I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law.
- J. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- K. A description of any litigation with New Jersey school districts or other New Jersey Public Entities relative to services performed by the proposer.
- L. Minimum of three (3) references with contact name, address, telephone, and fax numbers.

- M.** An explanation of the proposer’s availability for meetings and conferences at the District’s facilities.
- N.** Explain your firms (not your personnel) experience with K-12 construction.
- O.** Evidence of your firm’s current New Jersey Schools Development Authority prequalification status; (\$25 M minimum required).
- P.** An Affirmative Action Statement (copy of form attached).
- Q.** A completed Non-Collusion Affidavit (copy of form attached).
- R.** A completed Owner Disclosure Statement (copy of form attached).
- S.** Certification of Non-Involvement in Prohibited Activities in Russia or Belarus (see attached form).
- T.** Disclosure of Investment Activities in Iran Form (see attached form).
- U.** Respondents Comment Form (Optional – see attached form).
- V.** Acknowledgement of Addenda (see attached form).
- W.** Certification of Non-Debarment (see attached form).
- X.** Contractor / Vendor Questionnaire & Certification (see attached form).
- Y.** Form W-9 (see attached form).
- Z.** Chapter 271 Political Contribution Disclosure Form (copy of form attached).
- AA.** A copy of the proposer’s Business Registration Certificate.
- BB.** Evidence of your firm’s current NJ Division of Property Management and Construction Consultant Prequalification status with unlimited prequalification for Construction Management.

FEE PROPOSAL

The proposer must submit a fee proposal for providing the services outlined in this Request for Proposals.

- Preconstruction Phase: Provide a lump sum fee for all services. Package #1, Package #2 and #3.

- Construction Phase: Provide a monthly fee inclusive of all reimbursables for the stated services and manpower. Provide an alternate monthly fee for cost of a second on-site construction manager for Summer 2024 and 2025 months.
- Post Occupancy: Provide a single average hourly billing rate for post construction phase services as described. Also provide a “not-to-exceed” monthly post occupancy fee.

The Palmyra Board of Education does not provide payment for or reimbursement for travel expenses.

Proposers’ Questions:

The Board will accept written questions from proposing Construction Management Firms. All such written questions must be submitted by 3 pm on April 12th 2024. Responses after review of questions by the Board and its professional staff will be provided to all by the Board and potential Proposers who have placed their contact information on the distribution list. The Board will attempt to provide written responses no less than three (3) business days before the due date for proposals.

Selection Process:

Once responses are received, they will be reviewed by the Board and/or designated representatives. The Board and/or designated representatives shall review such proposals in accordance with the selection criteria. The Board reserves the right to reject any and all proposals received. Further, the Board reserves the right to reissue the RFQ if it deems appropriate.

Schedule:

Board has established the following schedule in regard to the RFQ process. The schedule is as follows, subject to amendment by the Board if the Board deems appropriate:

<u>ACTION</u>	<u>DATE</u>
Distribution of RFQ	April 8 th 2024
Pre-Proposal Meeting and Site Tour	April 11 th 2024 at 9 am*
Question Period ends	April 12 th 2024
Responses Disseminated from Board by	April 15 th 2024
Board Receipt of RFQ Proposals	April 17 th 2024
Vendor Interviews by the BOE	April 18 th 2024**
Notification to all Respondents	April 19 th 2024

*The Pre-Proposal Meeting will be at the Charles Street School Library (100 W. Charles Street, Palmyra, NJ 08065)

**Vendor interviews will be scheduled for up to three vendors on April 18th 2024 at the following times:

Interview 1: 9:00 am

Interview 2: 9:45 am

Interview 3: 10:30 am

All interviews will take place at the Palmyra Community Center (30 W. Broad Street, side entrance, Palmyra, NJ 08065)

SELECTION CRITERIA

To be considered a viable candidate for Construction Management Firm, a proposal should address, at a minimum:

1. Financial capability and ability to perform the services on a public facilities Project of the type and size required for the Board. The demonstration of financial capability can include providing audited and financial statements for the previous three (3) years.
2. Demonstrated success managing public projects of the type and size Project proposed. A minimum of 10 years' experience in the field, and management of at least ten (10) projects of this or greater magnitude is preferred. NJDPMC/NJSDA "\$25 M" Pre-Qualification is required. In demonstrating success managing projects comparable to this Project, the names and locations of such projects as well as the nature of such projects is useful. Additionally, financial information relating to these previous projects, including construction costs, both anticipated and actual, is appropriate.
3. Organizational strength, business reputation and professional capability to manage the type of Project proposed. Up to three (3) written references, preferably Burlington or Camden County Clients (to be provided by the proposer) will be reviewed and considered. In identifying and establishing organizational strength and business reputation, a responding potential Construction Management firm should identify key members of the project team for the Project. The roles of the various key members should be described, and their respective experience and backgrounds should be demonstrated.
4. Additional information as may be deemed necessary and appropriate the Board.

DISCUSSIONS WITH PROPOSERS

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Palmyra Board of Education. However, the Board may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they

will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

PROPOSAL EVALUATION

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- a. Not select any of the proposals.
- b. Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled.")
- c. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal shall remain valid through this time period.

The Board shall not be obligated to explain the results of the evaluation process to any proposer.

The Board may require proposers to demonstrate any services described in their proposal prior to award.

AWARD OF THE CONTRACT

The successful proposer will be notified, in writing, of the Award of the Contract. The terms of the proposals as submitted by the proposer may be modified as the Board reserves the right to negotiate the terms of the proposal with its respective proposer.

PROPOSAL LIMITATIONS

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board by issuance of this RFP. The Board reserves the right at the Board's sole discretion to refuse any proposal submitted.

USE OF INFORMATION

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board to the proposer in connection with this RFP shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of

this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

PROPRIETARY INFORMATION

Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Board. All materials submitted become the property of the Board and may be returned only at the Board's option.

Exhibit A



Palmyra School District



**Proposed March 2024 Bond Referendum
Cost and Scope
Revised August 15, 2023**



TABLE OF CONTENTS

PROPOSED BOND REFERENDUM PROGRAM

CHARLES STREET ELEMENTARY SCHOOL

PALMYRA MIDDLE/HIGH SCHOOL

COST SUMMARIES

BOND REFERENDUM SCHEDULE



PROPOSED FACILITIES IMPROVEMENTS

Charles Street Elementary School - Grades K - 5

<u>Site</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Cost Estimate</u>
Playground - New Safety Poured Surfacing, New Equipment and Fencing		lump sum	\$280,000
		Subtotal	\$280,000
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$84,000
		Estimated Total	\$364,000

Exterior Renovations

Roof Replacement 1949, 1962 & 1992 Wings & Gym Remove to Deck, New Insulation and New Modified SBS System	58,071 SF @	\$38	\$2,206,698
Exterior Door Replacement (29) Units, Hardware, etc.	29 @	\$7,500	\$217,500
		Subtotal	\$2,424,198
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$727,259
		Estimated Total	\$3,151,457

Interior Renovations

New Main Entrance Security Vestibule and Office Renovation	1,000 SF @	\$350	\$350,000
Remove Existing VAT in 1949 Corridors/Classrooms and Replace with New VCT in	31,000 SF @	\$20	\$620,000
Bathroom Renovations 1949 & 1962 (2) Staff and (2) Hall		lump sum	\$750,000
Nurse Suite Renovation with new ADA Toilet Room	538 SF @	\$400	\$215,200
Interior Door, Frames and Hardware Replacement (1949 & 1962 Wing)	30 @	\$4,000	\$120,000
		Subtotal	\$2,055,200
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$616,560
		Estimated Total	\$2,671,760

PROPOSED FACILITIES IMPROVEMENTS

Charles Street Elementary School - Grades K - 5

Building Systems

HVAC Systems

1992 Wing - Unit Ventilator Replacements (VRF Units as well)

Qty	Unit Cost	Cost Estimate
15 @	\$60,000	\$900,000

Electrical Systems

Replace Existing Simplex Fire Alarm System - New Addressable System

58,071 SF @	\$7	\$406,497
-------------	-----	-----------

Subtotal Building Systems **\$1,306,497**

30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.) **\$391,949**

Estimated Total **\$1,698,446**

PROPOSED FACILITIES IMPROVEMENTS

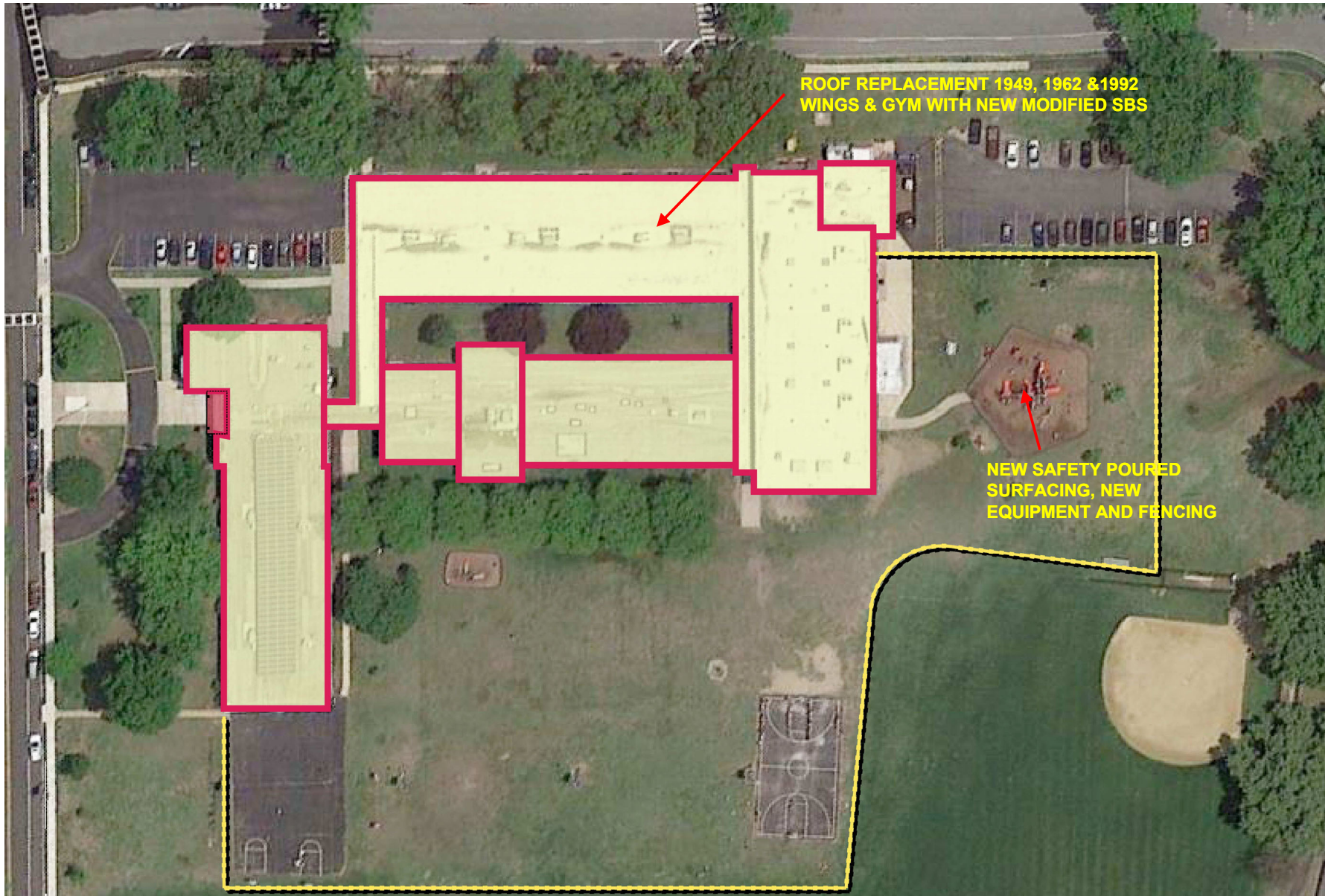
Charles Street Elementary School - Grades K - 5

Charles Street ES	Estimated Total Cost	Estimated State Share	Estimated Local Share
Site Work	\$364,000	(\$145,600)	\$218,400
Exterior Renovations	\$3,151,457	(\$1,260,583)	\$1,890,874
Interior Renovations	\$2,671,760	(\$1,068,704)	\$1,603,056
Building Systems Renovations	\$1,698,446	(\$679,378)	\$1,019,068
TOTAL	\$7,885,663	(\$3,154,265)	\$4,731,398
		40.00%	60.00%

State Share Calculations – Renovations @ 40% of Architects’ Estimate
 – New Construction – Eligible SF (unhoused students) x \$143/SF @ 40%

PROPOSED FACILITIES IMPROVEMENTS

Charles Street Elementary School – Grades K-5



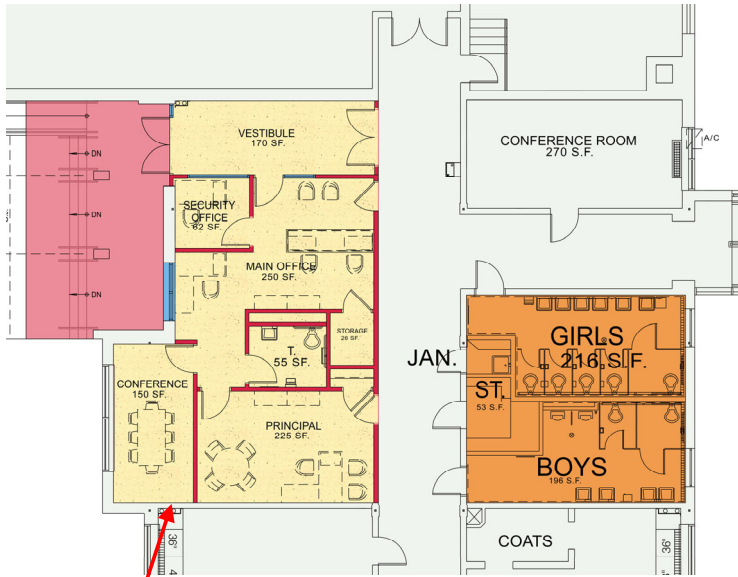
PROPOSED FACILITIES IMPROVEMENTS

Charles Street Elementary School – Grades K-5

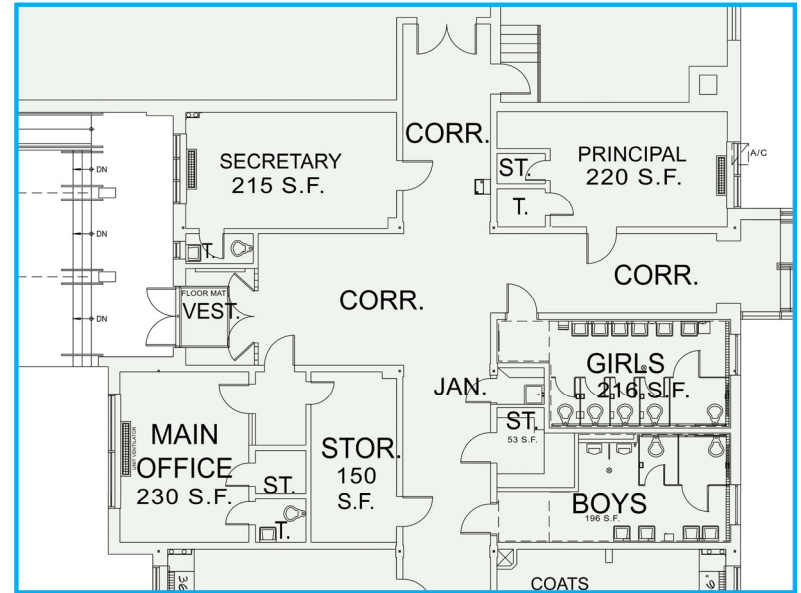


PROPOSED FACILITIES IMPROVEMENTS

Charles Street Elementary School – Grades K-5



PROPOSED NEW MAIN ENTRANCE



EXISTING MAIN ENTRANCE



OVERALL FLOOR PLAN



PROPOSED NURSES SUITE

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School Grades 6 - 8 and 9 - 12

<u>Athletic Complex Improvements</u>	Qty	Unit Cost	Cost Estimate
* New Running Track, Fence, Track & Field Event Areas		lump sum	\$750,000
		Subtotal	\$750,000
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$225,000
		Estimated Total	\$975,000

<u>Site</u>	Qty	Unit Cost	Cost Estimate
New (2) Ramps at Rear Art Room and Gym Entrance - ADA Compliance		lump sum	\$100,000
* New Parking Lot 5th Street		lump sum	\$150,000
* New Loading Dock - Brick Wall with Landscaping		lump sum	\$50,000
		Subtotal	\$300,000
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$90,000
		Estimated Total	\$390,000

* Not eligible for State Share

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School Grades 6 - 8 and 9 - 12

<u>Interior Renovations</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Cost Estimate</u>
Lower Gym Pit New Aux. Gym - Matt Lifts, Sports Floors, Ceilings, Basketball Equipment, Lights, Rebuild Stairs, HVAC, and New HC Lift		lump sum	\$725,000
Nurses Suite Renovations next to the AD Office (ADA Bathroom) - Reconfigure Hall Bathroom Renovations (4) Sets, and Staff Lounge	660	SF @	\$264,000
Science Lab Renovation, Equipment, Finishes, etc.		lump sum	\$550,000
New Middle / High School Entrance and Main Office Area Reconfiguration and New Guidance Suite and Canopy 2,000 SF @ \$350 + Canopy \$300K		lump sum	\$200,000
Convert Existing HS Main Office to (2) Classrooms, and Faculty Room	1,200	SF @	\$1,000,000
Convert Existing Guidance Suite to Two (2) Classrooms	1,200	SF @	\$420,000
Convert Existing Library Suite to MS/HS Alternative Ed	1,700	SF @	\$420,000
Auditorium Renovation - Demolish existing space and wood flooring, New Sloped Floor, Walls, Ceilings, LED House and Stage Lights, New Rigging, Sound System and Theater Lighting, HVAC, etc.		lump sum	\$170,000
Subtotal			\$6,249,000
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)			\$1,874,700
Estimated Total			\$8,123,700
 <u>New Construction</u>			
Cafeteria - Expand Seating Area into Patio Area	1,120	SF @	\$672,000
		\$600	\$672,000
Subtotal			\$672,000
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)			\$201,600
Estimated Total			\$873,600

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School
Grades 6 - 8 and 9 - 12

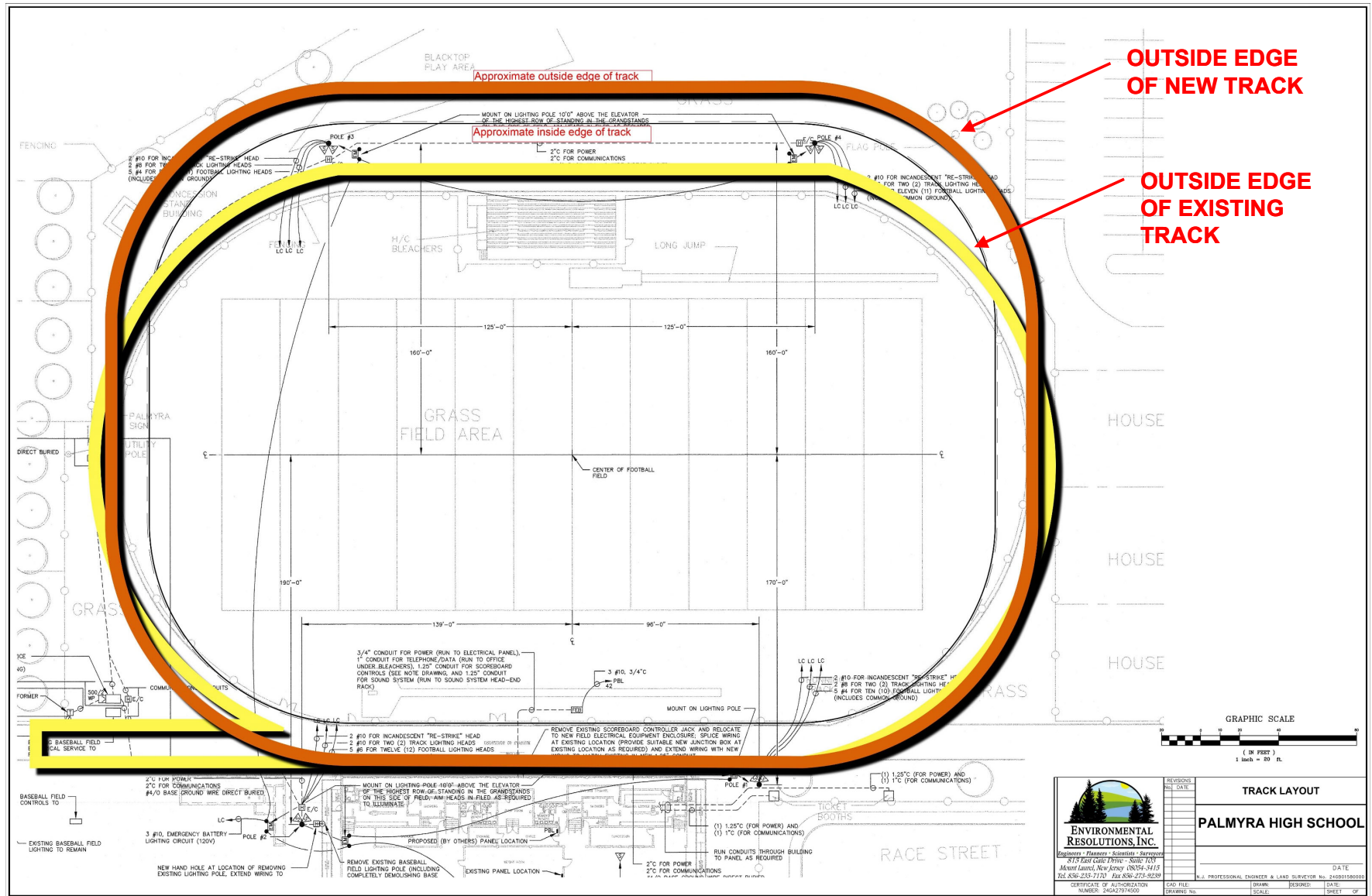
Palmyra High School	Estimated Total Cost	Estimated State Share	Estimated Local Share
* Athletic Complex Improvements	\$975,000	\$0	\$975,000
* Site Work	\$390,000	(\$52,000)	\$338,000
Interior Renovations	\$8,123,700	(\$3,249,480)	\$4,874,220
Subtotal	\$9,488,700	(\$3,301,480)	\$6,187,220
New Construction	\$873,600	(\$64,064)	\$809,536
TOTAL	\$10,362,300	(\$3,365,544)	\$6,996,756
		32.48%	67.52%

State Share Calculations – Renovations @ 40% of Architects’ Estimate
– New Construction – Eligible SF @ \$143/SF @ 40%

* Not eligible for State Share except New Ramps - ADA Compliance

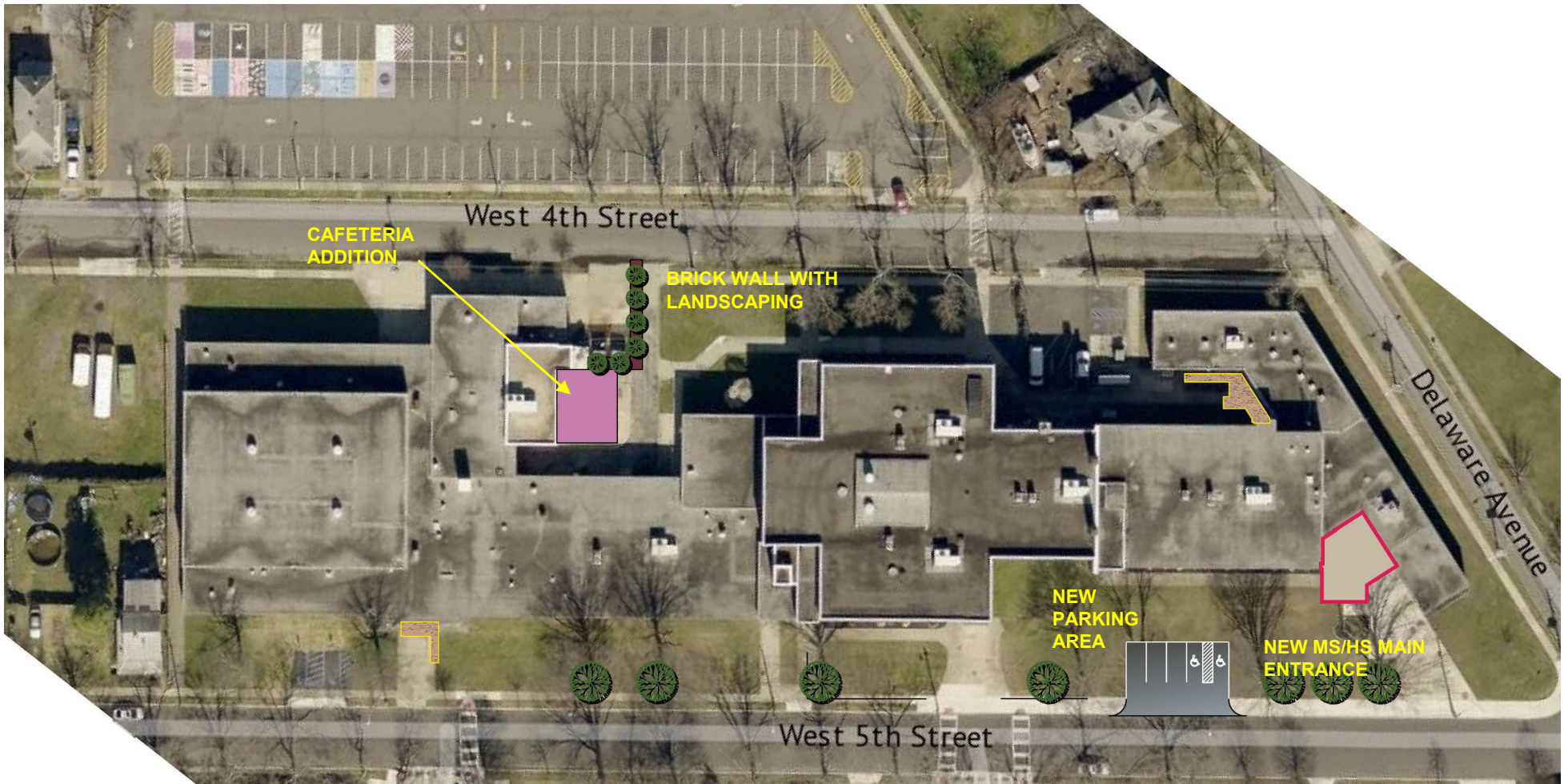
PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



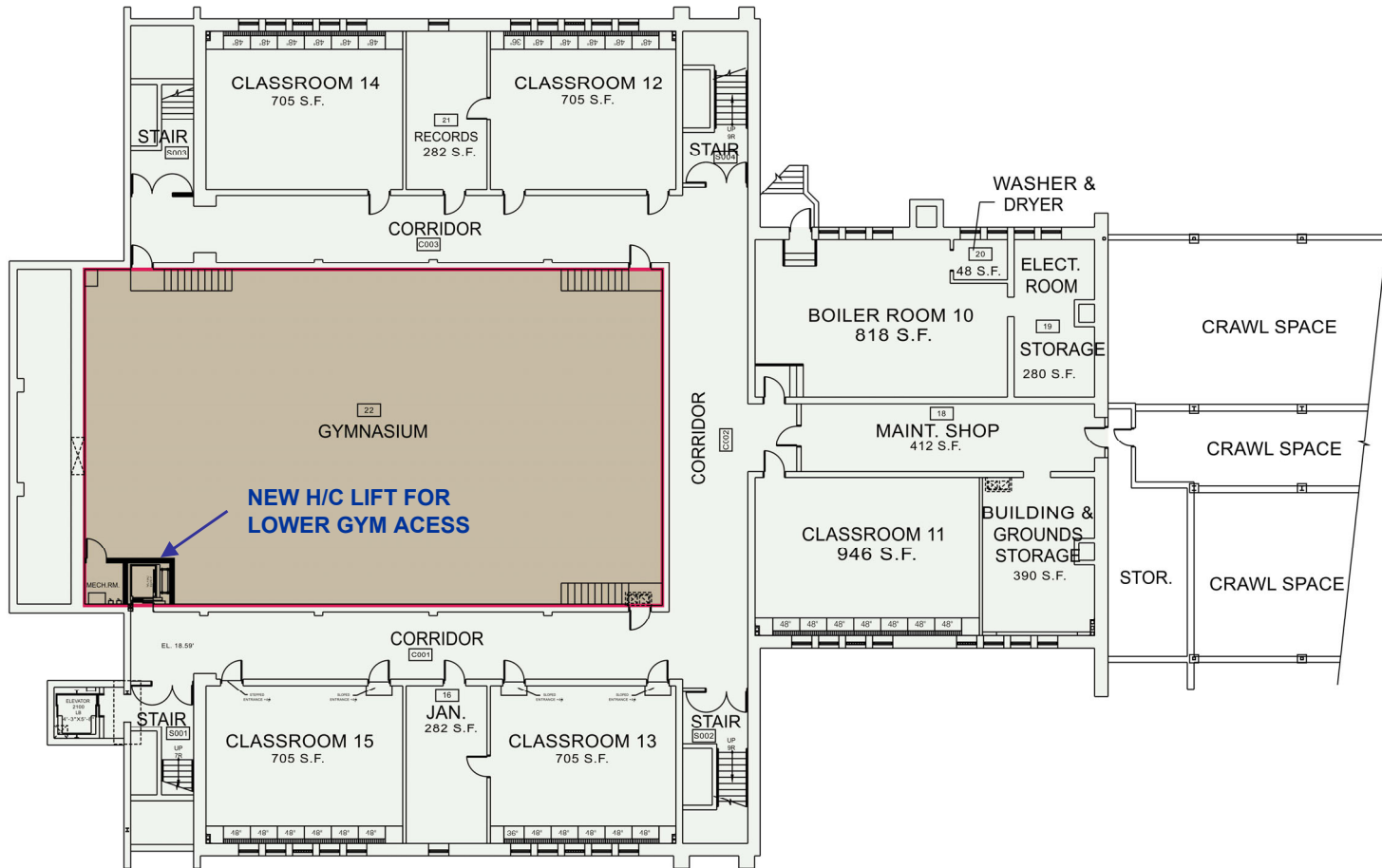
PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



PROPOSED FACILITIES IMPROVEMENTS

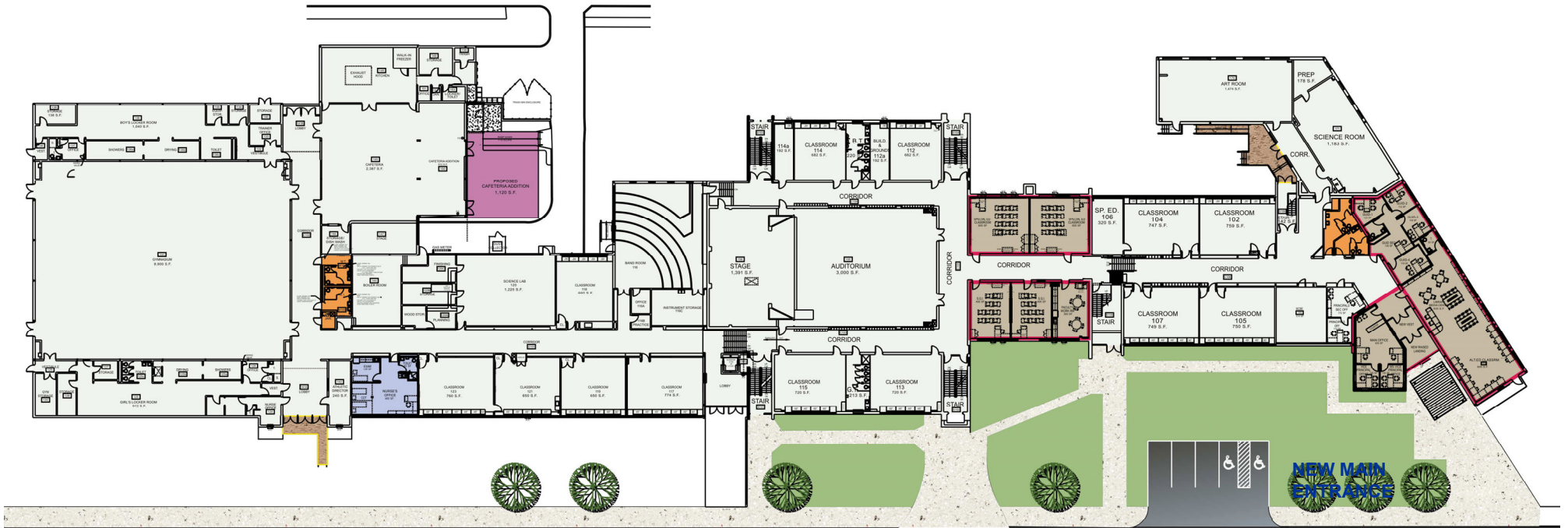
Palmyra Middle School / High School - Grades 6-8 and 9-12



HIGH SCHOOL LOWER FLOOR PLAN







PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



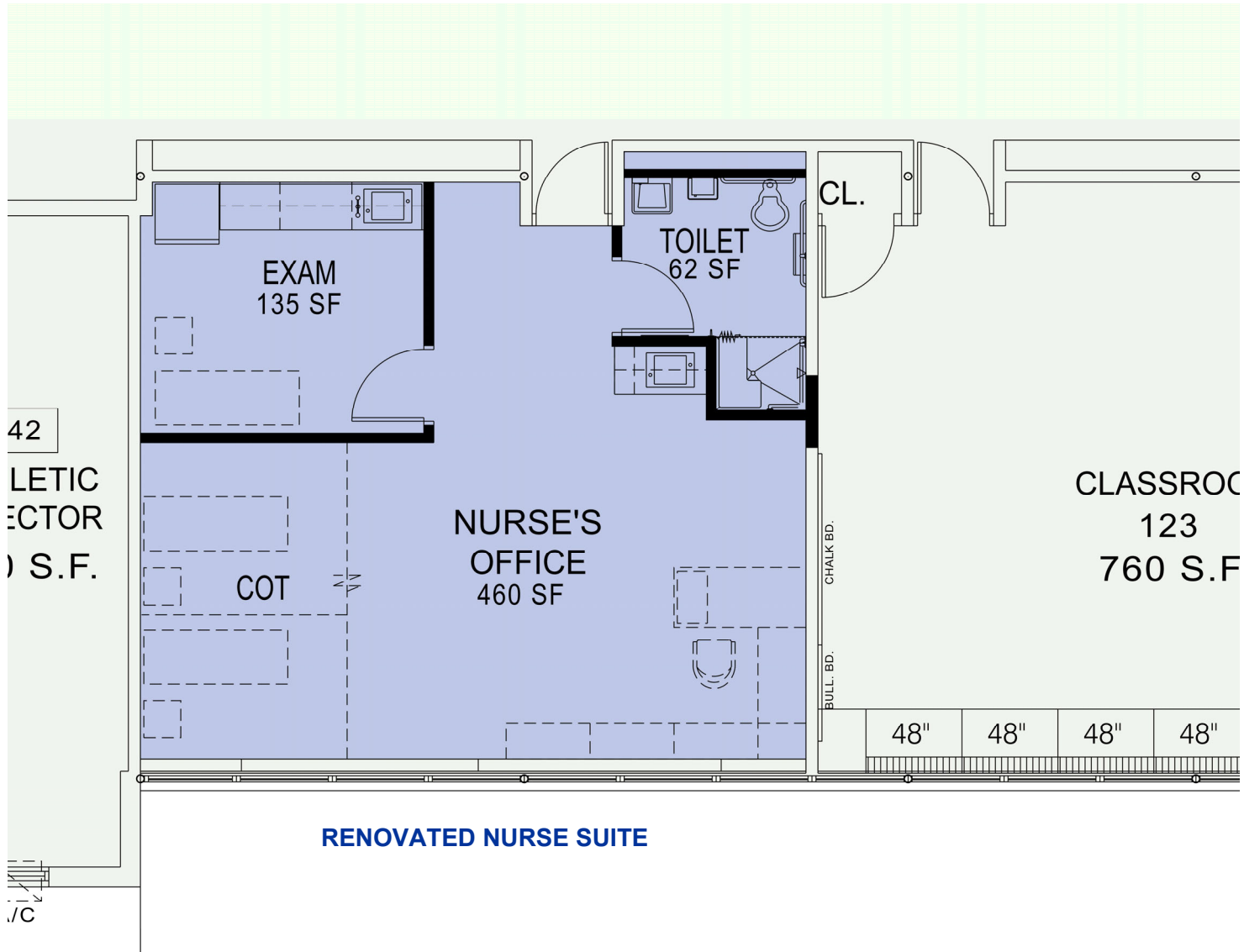
HIGH SCHOOL 1ST FLOOR PLAN

LEGEND

-  NEW RAMPS @ ART ROOM & GYM ENTRANCE
-  HALL TOILET ROOM & STAFF LOUNGE RENOVATION
-  SCIENCE LAB RENOVATION
-  NURSE SUITE RENOVATION
-  BUILDING RENOVATION AREAS
-  PROPOSED CAFETERIA ADDITION

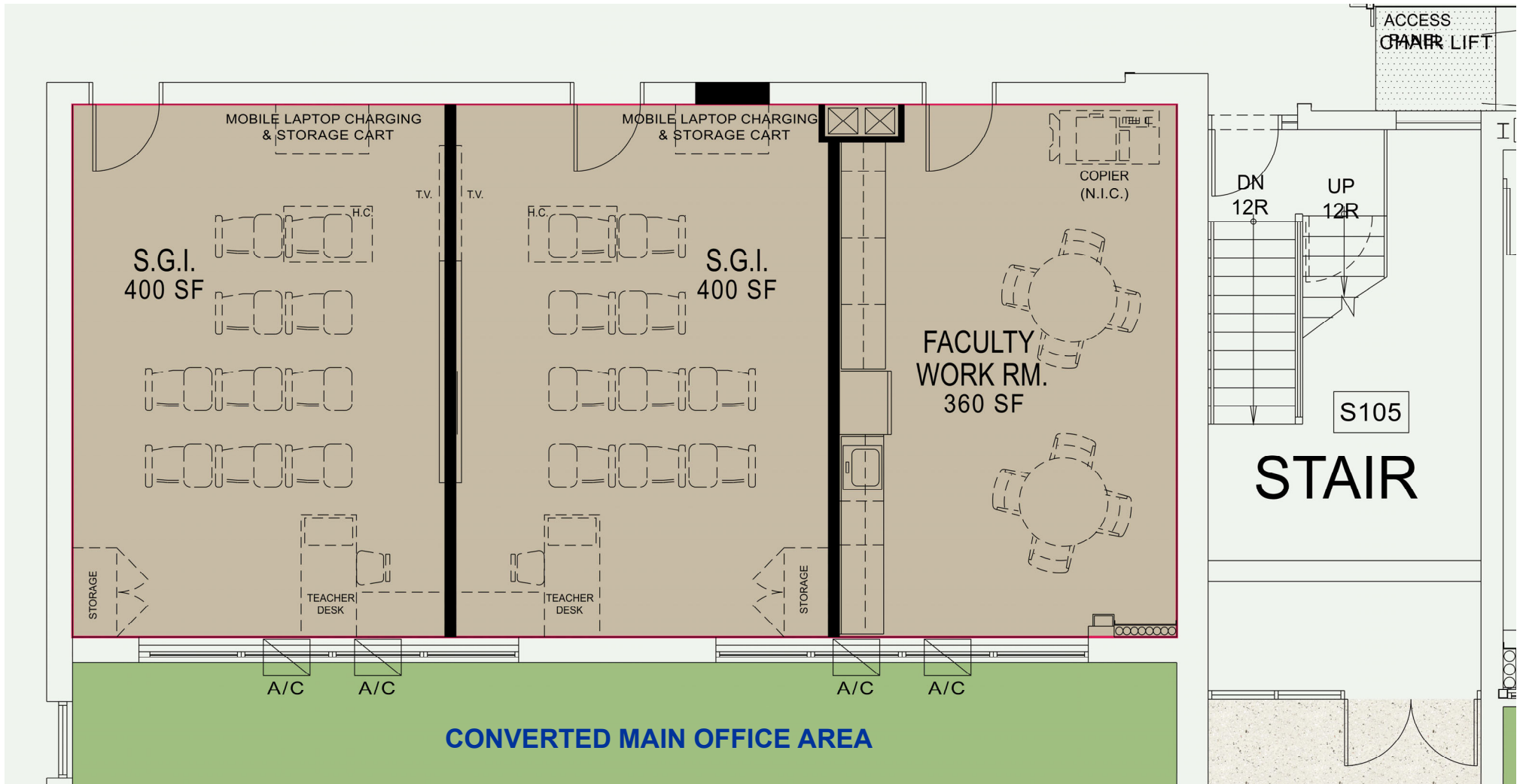
PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



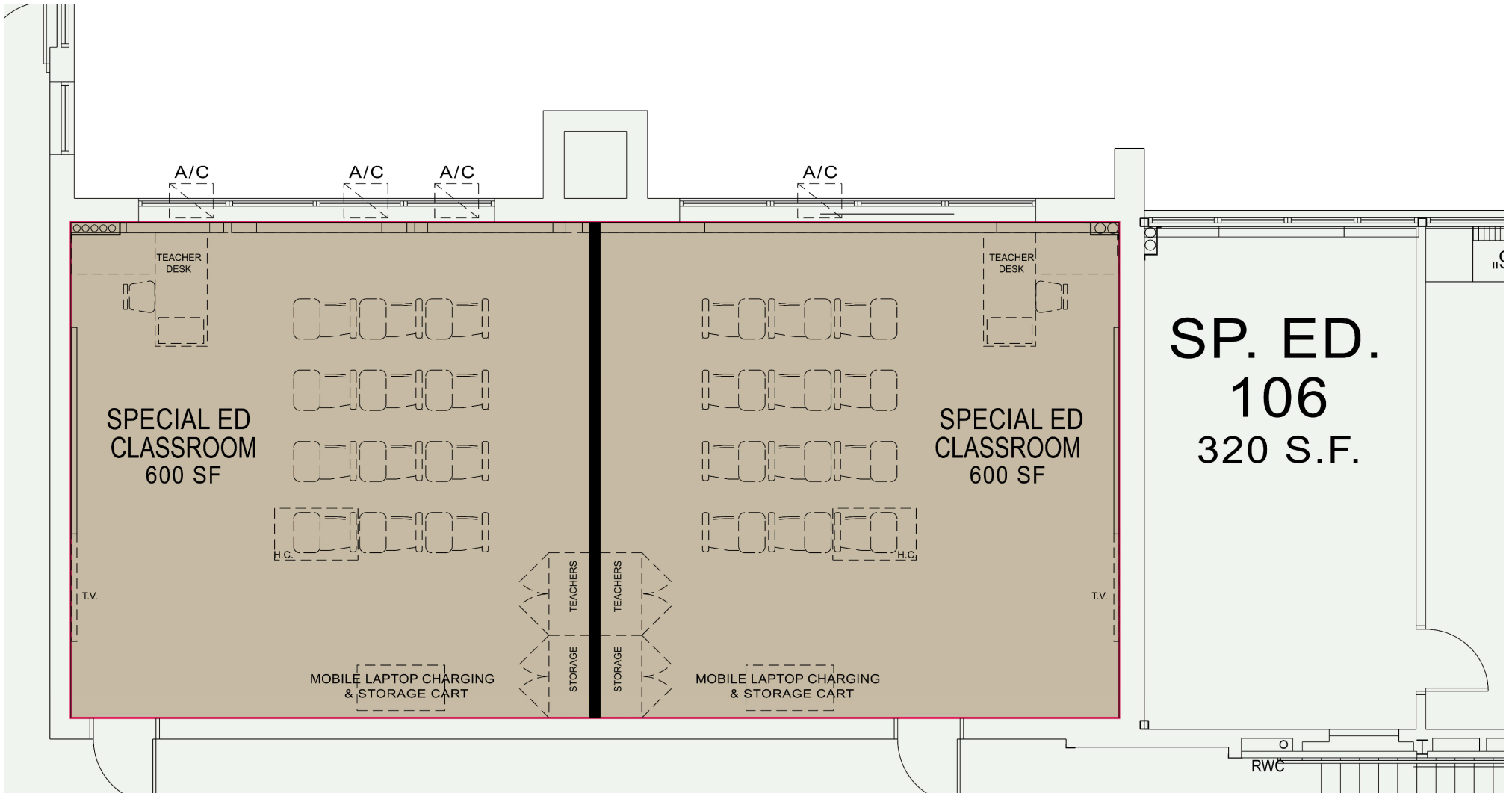
PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



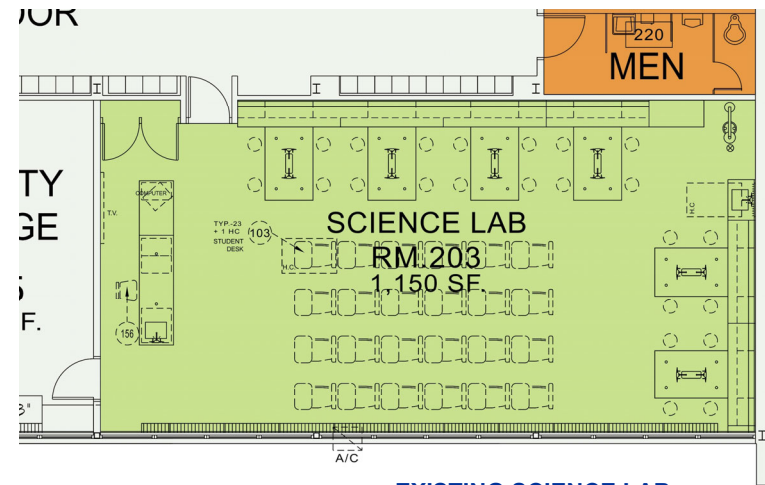
EXISTING GUIDANCE SUITE CONVERTED TO (2) SPECIAL ED CLASSROOMS

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



HIGH SCHOOL 2ND FLOOR PLAN



EXISTING SCIENCE LAB RENOVATION

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



NEW MS/HS PROPOSED ELEVATION MAIN ENTRANCE AREA RENOVATED

NEW MS/HS PROPOSED PLAN MAIN ENTRANCE AREA RENOVATED

PROPOSED FACILITIES IMPROVEMENTS

Palmyra Middle School / High School - Grades 6-8 and 9-12



NEW MS/HS PROPOSED ELEVATION MAIN ENTRANCE AREA RENOVATED

PROPOSED FACILITIES IMPROVEMENTS

Cost Summaries

	Estimated Total Cost	Estimated State Share	Estimated Local Share
Charles Street ES	\$7,885,663	(\$3,154,265)	\$4,731,398
* Palmyra Middle / High School	\$10,362,300	(\$3,365,544)	\$6,996,756
TOTAL	\$18,247,963	(\$6,519,809)	\$11,728,154
		35.73%	64.27%

Maximum to borrow \$18,437,674

State Share Calculations – Renovations @ 40% of Architects' Estimate
– New Construction – Eligible SF @ \$143/SF @ 40%

* Portion of the Site Work and Athletic Complex Improvements are Not eligible for State Share

Tax Impact Per Year on \$18.4 M Total Cost (final TBD)	Average Assessed Home
\$276.28	\$148,497

* Tax Impact based on 4% over 20 years as calculated by the District's financial advisor.

PROPOSED FACILITIES IMPROVEMENTS

BOND REFERENDUM PROPOSED SCHEDULE

Event	Responsible Party				Minimal Critical Timing	Bond Referendum Date
	Architect	School District	Bond Counsel	Other		
Building Program/Scope Schematic Design Update LRFPP	• • •	• • •				2021 - 2023
Architect submits to NJ DOE	•				N/A	September 2023
LRFPP Revise and Resubmit	•				N/A	September 2023
NJDOE Issues PEC Offer	•	•	•		N/A	November 2023
NJDOE issues FEC					N/A	December 2023
Board Approves Special Election		•			60 Days	January 12, 2024
Filing of Supplemental Debt Statement				Auditor	60 Days	January 12, 2024
Co-Muni Clerk, Board of Elections Notice (60 days prior to election required by Law P.L. 2023, c.124)		•			60 Days	January 12, 2024
Planning Board Submission/Meeting	•	•			55 Days	January 17, 2024
Publication of Vote by Mail Notices			•	Clerk	50 Days	January 22, 2024
Certified Proposal (Questions) Statement to County Clerk		•	•		21 Days	February 20, 2024
Voter Registration Deadline				Voters	21 Days	February 20, 2024
Publication and Posting of Notice of Special Election			•	Board of Elections	10 Days	March 2, 2024
Furnishing of Sample Ballots			•	Clerk	8 Days	March 4, 2024
Deadline to Apply for Mail-in-Ballots				Voters	7 Days	March 5, 2024
Obtain Certification of Grade Level Instruction			•		1 Day	March 11, 2024
Special Election				Board of Elections		March 12, 2024

Other Required Information/Documents

Request for Proposal RFP

PROPOSAL DOCUMENTS AND REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the proposal package – Failure to submit the proposal documents and other documents so specified may be cause to reject the proposal for being non-responsive (N.J.S.A. 18A:18A-2(y)).

Jared Toscano
School Business Administrator
Board Secretary

AFFIRMATIVE ACTION QUESTIONNAIRE

Date: _____

This form is to be completed and returned with the proposal. 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/

- 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 & returned with proposal.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

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 _____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

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 _____.

Subscribed and sworn to

before me this day

Signature

_____, 2_____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

To be completed, signed and returned with Bid/Proposal

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: _____

City, State, ZIP: _____

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 Check the appropriate box

- 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 non-corporate 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 **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** 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 **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

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

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.

CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Number: _____ Proposal Date: _____

Title of Proposal: _____

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 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 ANYTOWN Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal 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 member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

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 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 certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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 or Authorized Agent (Print)

SIGNATURE

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

PALMYRA BOARD OF EDUCATION
PALMYRA, 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") 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.

Multiple horizontal lines for providing a detailed description of the Vendor's activity.

(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). NJ Rev. 1.22.2024

PALMYRA BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____

Duration of Engagement _____
Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

Version REV. 2.1 2021

To be completed, signed below and returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

Proposal Number _____

Proposal Date: _____

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposal and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.

ISSUING DATES

No Addenda Received

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ **Date** _____

To be completed, signed below and returned with proposal.

Palmyra Board of Education

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25**

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

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

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.

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.**

¹ 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-I 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.

52:34-25 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 Proposals, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity Proposal thereon or negotiating therefor, to submit along with its Proposal 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-I 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. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25**

INSERT LIST OF AGENCIES WITH ELECTED OFFICIALS

**PALMYRA SCHOOL DISTRICT BOARD OF EDUCATION
PALMYRA, NEW JERSEY 08065**

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

Public Work Contracts

Bid Number: _____

Title of Bid: _____

This certification shall be completed, certified to, and submitted to the contracting unit **prior to contract award**, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- Sole Proprietorship (skip Parts III and IV)
- Non-Profit Corporation (skip Parts III and IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Partnership
- Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific): _____

Certification of Non-Debarment

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization

I hereby certify that the **individual or organization listed above in Part I** is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **PALMYRA BOARD OF EDUCATION** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **PALMYRA BOARD OF EDUCATION** to notify the **PALMYRA BOARD OF EDUCATION** 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 **PALMYRA BOARD OF EDUCATION**, permitting the **PALMYRA BOARD OF EDUCATION** to declare any contract(s) resulting from this certification void and unenforceable.

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

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization

Section A (Check the Box that applies)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Home Address (for Individual) or Business Address	
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.

Section B (Skip if no Business entity is listed in Section A above)

<input type="checkbox"/>	<p>Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.</p>
<p>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</p>	
<p>Home Address (for Individual) or Business Address</p>	
<p>OR</p>	
<input type="checkbox"/>	<p>No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.</p>

Section C – Part III Certification

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **PALMYRA BOARD OF EDUCATION** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **PALMYRA BOARD OF EDUCATION** to notify the **PALMYRA BOARD OF EDUCATION** 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 **PALMYRA BOARD OF EDUCATION**, permitting the **PALMYRA BOARD OF EDUCATION** to declare any contract(s) resulting from this certification void and unenforceable.

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

Part IV – CERTIFICATION OF Non-Debarment: Contractor – Controlled Entities

Section A

Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity

Business Address

Add additional sheets if necessary

OR

The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)

Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).

Name of Business Entity Controlled by Entity Listed in Section A of Part IV

Business Address

Add additional Sheets if necessary

OR

No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.

Section C – Part IV Certification of Non-Debarment

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **PALMYRA BOARD OF EDUCATION** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **PALMYRA BOARD OF EDUCATION** to notify the **PALMYRA BOARD OF EDUCATION** 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 **PALMYRA BOARD OF EDUCATION**, permitting the **PALMYRA BOARD OF EDUCATION** to declare any contract(s) resulting from this certification void and unenforceable.

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

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2	Business name/disregarded entity name, if different from above		
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC		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>
	<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) ▶ _____ Note: 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 not 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) ▶ _____		
5	Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6	City, state, and ZIP code		
7	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.

Social security number											
				-			-				
OR											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

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.

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.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor [*]
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.