

West Windsor – Plainsboro Regional

Board of Education

Mercer

County

2023 - 2024

School Year

Bid Specifications

for

Student Transportation Services School Routes

Bid Number: PUB24-8

**Legal Notice
Specifications
Prescribed Questionnaire
Statement of Ownership Disclosure
Affirmative Action Questionnaire/Statement
Non-Collusion Affidavit
Bid Sheet**

January 2024

WEST WINDSOR - PLAINSBORO REGIONAL BOARD OF EDUCATION
LEGAL NOTICE

The Assistant Superintendent for Finance/Board Secretary of the West Windsor Plainsboro Regional Board of Education, in the County of Mercer, State of New Jersey, by authority of said Board, solicits sealed bids for student transportation.

Bids to be received at the Business Office of the West Windsor Plainsboro Regional School District, located at 321 Village Road East, West Windsor, NJ 08550 up to **10:00 A.M. prevailing time on Thursday, January 11, 2024.**

STUDENT TRANSPORTATION SERVICES
2023-2024 School Year
School Routes
Bid Number: PUB24-8

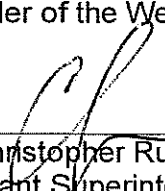
Bid Documents can be requested by submitting the Bidder Registration Form found at www.west-windsor-plainsboro.k12.nj.us [About Us / Purchasing / Transportation](#), via email to purchasing@wwprsd.org, by mail or in person to the Business Office of the West Windsor Plainsboro Regional School District located at 321 Village Road East, West Windsor, NJ 08850. Bid packages will be sent out via email.

All bids must be submitted on the bid forms contained in the specifications. Bids which are not submitted on the bid forms will be rejected.

Bidders are required to comply with the requirements of N.J.S.A 10: 5-31 et seq. and N.J.A.C.17:27 Affirmative Action. Bidders are required to submit a New Jersey Business Registration Certificate prior to award of contract and the bidder must have obtained the NJ Business Registration Certificate prior to receipt of bids per P.L.2009, c.315.

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

By order of the West Windsor Plainsboro Regional School District,



Dr. Christopher Russo
Assistant Superintendent of Finance/Board Secretary

December 11, 2023

NOTICE TO BIDDERS

Please note that the West Windsor – Plainsboro Regional Board of Education specifications contain material and requirements not included in the recommended State format. These specifications should be read completely and carefully to assure that all bidders understand the additional requirements of the West Windsor – Plainsboro Regional Board of Education. Listed below are a few of the items that should be noted:

1. Requirement of \$5,000,000 in automotive liability insurance, general liability insurance in the amount of not less than \$2,000,000 per occurrence and aggregate and sexual molestation coverage in the amount of \$1,000,000 per occurrence and aggregate.
2. Driver coverage should be the same for both AM and PM routes.
3. The Board of Education's right to alter the route(s).
4. The Board of Education's right to inspect vehicles.
5. **Bid Guarantee** of Ten Percent (10%) required. The Bid Guarantee shall not be less than \$50,000. The Bid Guarantee must be unconditional except as otherwise described in the bid specifications.
6. **Performance Guarantee** - A corporate performance surety bond in an amount equal to the full, final adjusted contract price is required of the successful bidder. The performance guarantee is identified by the submitted multi-contract number or route number.
7. Camera and GPS Systems required on all school buses.
8. Breach of Contract/Default Penalties.
9. Additional forms to be completed: W-9, Political Contribution Form, Equipment Questionnaire and Federal and State of NJ Non-debarment Certification.
10. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening will be posted on the district website www.west-windsor-plainsboro.k12.nj.us About Us / Purchasing / Transportation, will be forwarded to the email addresses the Board has on record for each bidder (confirmation of receipt of same shall be required), and shall comply with N.J.A.C. 6A:27-9.3. It is the bidder's responsibility to check the website for most recent information and up to date bid forms.
11. The bidder shall complete and submit the bid on the bid sheet contained in the specifications or the most up to date revision of the bid sheet as posted on the district website.

Nothing in these specifications, however, shall negate the Board's responsibility to cancel contracts which do not reflect the professionalism, safety or fiscal responsibility deemed appropriate.

Specification for Student Transportation Services To and From School

West Windsor Plainsboro Regional Board of Education

2023 – 2024 School Year

General Provisions

1. All contractors must comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district Board of Education governing student transportation.
2. The term of the contract will be from September 1 through June 30 according to the school calendar. Student transportation contracts include all the rules and procedures pertaining to student transportation though not expressly stated. (See each route for contract term.)
3. The Board of Education intends to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The attached school calendar is part of these specifications and of the contract.
4. The successful bidder is considered an independent contractor and is not an agent, servant, employee, or representative of the Board of Education.
5. As authorized by the district Board of Education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel can be transported. The vehicle(s) assigned to the routes specified herein cannot be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) must arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.
7. No transportation contract can be subcontracted without the prior written approval of the Board of Education.

8. Bids are to be placed in a sealed envelope and plainly marked, “Bid for Student Transportation Services, **West Windsor- Plainsboro Regional School District**” and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official will unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the **West Windsor – Plainsboro Regional School District** Board of Education Business Office, Attn: Purchasing, located at **321 Village Road East, West Windsor, NJ 08550** up to **10:00 A.M. prevailing time on Thursday, January 11, 2024**.
9. If awarded a contract, your company/firm must ensure compliance with all applicable federal, state and local regulations and certify such compliance to the Board of Education upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation commences between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit must be in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.
12. Children of drivers are not allowed on bus/van unless student has been assigned by Transportation Coordinator to the route.
13. Contractors shall, to the best of their ability, have the same driver cover both the matching pick up and drop off route. When a substitute driver is needed to have the same substitute to the greatest extent possible perform the same covered route.
14. The Board of Education reserves exclusive rights to the vehicle under contract, and will have the right to alter the existing route to meet joint transportation agreements with districts that are near or along the existing routes. A contractor may not sell empty seats on a vehicle under contract to the Board of Education under terms of the contract.

Vehicles

1. Transportation equipment must be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district’s Board of Education.

2. All vehicles must be systematically inspected twice within the school year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor must provide and maintain an adequate number of school buses, including spares, to safely transport all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.
4. The District reserves the right to perform inspections of any and/or all vehicles by District representatives or independent inspectors at times and days it desires. The Contractor shall immediately repair or replace any equipment deemed to be unsuitable for student transportation and the vehicle shall remain unusable in the district until it meets the approval of the /District's agent or independent inspector. Other repairs or modifications desirable, but not required for student safety shall be addressed within 3 days of written notification to the Contractor.
5. All vehicles must be kept clean inside and outside. The Board of Education reserves the right to inspect contractor vehicles, used for West Windsor – Plainsboro Regional School District school runs, and to order cleaning or other work necessary to maintain cleanliness and safety of students. If repairs, or other work, is not performed, the board has the right to order the vehicles not be used for the school district.
6. Vehicles must be able to accommodate route signs that are clearly visible to students and district personnel from at least the passenger side of the vehicle. Route signs must be posted on all vehicles for all routes each school day. Substitute buses covering routes must also have clearly visible route signs.
7. All vehicles must be equipped with radios connected to a base station staffed at all times when the vehicle is in use transporting West Windsor – Plainsboro Regional School District students.
8. Vehicles shall have a capacity of 54 passengers unless otherwise specified in bid. All vehicles to be used on routes must have an electronic child reminder system. Every driver must physically check the bus from back to front after each route to insure all passengers have exited.
9. All vehicles must be equipped with cameras and a GPS system.

Accident Reporting

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

Reporting Student Left Unattended on the School Bus

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

Drivers/Aides

1. The driver must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, NJSA 18A:6-7.6 through 18A:6-7.12 and NJSA 18A:39-17 through 20 (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor must report this absence to the district transportation supervisor.
3. The bus driver must always be in full charge of the school bus and is required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the

position and is required to comply with the criminal background check and tuberculosis testing as prescribed by law.

5. Bus aides must attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the Board of Education.
6. If the Board of Education finds any driver or aide assigned to a vehicle operating under a contract awarded by this bid to be unsuitable for the position because of a lack of skills necessary to perform the job duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

Executive County Superintendent Approval

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

Payment Terms

1. Payments to contractors will be made on or about the 30th day of the month. Payments are made in monthly installments, provided an appropriate invoice is submitted by 30th of the prior month.
2. The contractor must execute the contract and submit it to the district Board of Education with all required related documents for the district Board of Education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors should visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payment for the month of June will be made by June 30th, providing all invoices are received in timely fashion.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.
5. Payments are subject to approval by the Board of Education. Therefore, payments may be delayed depending on the Board's meeting schedule.

Emergency Provisions

1. In the event the school is closed due to inclement weather or other emergencies, the contractor will be notified as soon as possible by the public-school authorities providing transportation. Contractors are also advised to check online for school closing announcements.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change must immediately notify the other party.

Basis of Bid and Adjustments

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

Insurance Coverage

1. Unless otherwise specified by the Board of Education, the contractor must provide automotive liability insurance in the minimum amount required by the Motor Vehicle Commission and Department of Education regulations. If the Board of Education requires an insurance coverage greater than the minimum amount, the contractor must provide automotive liability insurance in the amount of **\$5,000,000** combined single limit per occurrence. Bidders are required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract must be presented by the successful bidder. The certificate of insurance must state that the contracting Board of Education is an additional insured party to the policy.
2. The district Board of Education and the Executive County Superintendent must be notified by the insured whenever any policy is cancelled. Notification must be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.
3. The contractor will protect, defend, and hold harmless the Board of Education from any lawsuits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

4. The bidder shall provide general liability insurance in the amount of not less than \$2,000,000 per occurrence/\$2,000,000 per aggregate and sexual molestation coverage in the amount of \$1,000,000 per occurrence and aggregate.

Bid Guarantee

1. Each bid must be accompanied by a bid bond, cashier's or certified check for a minimum of five percent (5%) unless a greater percentage is specified by the board for ~~ten~~ percent (10%) of the amount of the annual contract cost. In no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee must be made payable to the Board of Education. The deposit will be forfeited if the bidder refuses to execute a contract. Otherwise, checks will be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee is identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts is calculated by multiplying the total per diem cost by actual # of days in school calendar.
2. Each bid must be accompanied by a Consent of Surety.

Performance Guarantee

1. A **corporate** performance surety bond in an amount equal to the annual amount of the contract is required of the successful bidder. The performance guarantee is identified by the submitted multi-contract number or route number. Each bid must be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond provided for per diem contracts must be equal to the total per diem bid multiplied by actual # of days in the school calendar.
2. No personal bonds are permitted.

Breach of Contract/Penalties

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

1. Penalties for each infraction, the contractor will be fined a full day per diem for the effected route:
2. Arrival at school, or later than the designated AM or PM time set by the West Windsor – Plainsboro Transportation Department in accordance with the route bid specifications, shall result in a fine of \$1,000.00 per occurrence.

3. Arrival at school prior to the designated AM time set by the West Windsor – Plainsboro Transportation Department. Buses must not arrive more than 10 minutes prior to their scheduled arrival times, in accordance with the route bid specifications. Failure to comply shall result in a \$1,000.00 fine per occurrence.
4. Driver/Contractor failure to pick up pupils assigned to a route and/or missing designated bus stops or driver/contractor adding additional stops without prior approval by the transportation office will result in a \$1,000.00 fine per occurrence.
5. Using a vehicle type other than specified in bid specifications will result in a \$1,000.00 fine per occurrence.
6. Failure to shut off bus engines while parked in loading/unloading areas of school sites for more than three (3) consecutive minutes per NJAC 7:27-4 will result in a \$1,000.00 fine per occurrence.
7. Failure to abide by “No Smoking” regulations on buses and/or school property will result in a fine of \$1,000.00 per occurrence.
8. Using a vehicle without a two-way radio will result in a fine of \$1,000.00 per occurrence.
9. Driver/Contractor using a cell phone for talking or texting, and/or wearing ear buds while driving the bus will result in a \$1,000.00 fine per occurrence.
10. Failure to have a current seating chart on the bus and a copy of the seating chart sent to the West Windsor – Plainsboro Transportation Office will result in a \$1,000.00 per occurrence.
11. Failure to operate either an AM and/or PM route will result in a fine of \$1,000.00 per occurrence.
12. Driver/Contractor “doubling up” or combining routes will result in a fine of \$1,000.00 per occurrence.
13. Contractor not having an adequate number of spare buses in case of breakdowns will result in a fine of \$1,000 per occurrence.
14. Failure to have a correct route sign in the bus window will result in a fine of \$1,000.00 per occurrence.
15. Contractor must notify twice daily of AM or PM subs on routes. Failure to do so will result in a fine of \$1,000.00 per occurrence.
16. Anytime a contractor cannot cover a route, and the district must cover the route using drivers or office staff, the contractor will be fined the cost of the entire per diem route cost.
17. Anytime a contractor cannot cover a route, contractor will be fined \$1,000.00.

18. Failure to check bus for students left on bus immediately after completing their route or driver arriving at contractor's terminal with student(s) still on board or leaving district without checking for students that did not get off at their stop will result in a fine of \$1,000.00 per occurrence.
19. Vehicle will have an operating/working camera and will be able to provide, when requested, a video for viewing. Failure to do so will result in a fine of \$1,000.00 per occurrence.
20. Vehicles shall have GPS tracking system capability. Failure to do so will result in a fine of \$1,000.00 per day.

Training Programs

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA. 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.
2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

Routes

Within 10 days of the start of the contract, the contractor must submit to the district Board of Education a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the Board of Education on the route description contained in the bid.

Drivers shall take the most direct, safest route to and from child's home to school. No contractor/driver has the authority to change or alter routes, stops or times without notification and approval of the District Transportation Coordinator.

Modifications

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening will be posted on the district website www.west-windsor-plainsboro.k12.nj.us About Us / Purchasing / Transportation, will be forwarded to the email addresses the Board has on record for each bidder (confirmation of receipt of same shall be required), and shall comply with N.J.A.C. 6A:27-9.3. It is the bidder's responsibility to check the website for most recent information and up to date bid forms.
2. All bids shall be submitted on modified bid sheets if applicable.

3. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and the rules of the State Board of Education.

Affirmative Action

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor

unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

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

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

Ownership Disclosure

All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership who own a 10% or greater interest. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partner's 10% or greater interest in that partnership must also be listed. The disclosure continues until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

Business Registration

All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

Drug and Alcohol Testing

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

Background Checks

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

Driver and Aide Training

The contractor must comply with the requirements of NJSA 18A:39-19.1a, 2, and 3 governing the training of school bus drivers and aides and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

Disclosure of Political Contributions

The contractor must file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to NJSA 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate exceeding \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Maintenance of Contract Records

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

Notification Required When A School Bus Driver's License Is Suspended Or Revoked

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

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

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

STATEMENT OF ASSURANCE

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE

(To accompany bid)

The following firm

_____ is currently under contract

_____ will be contracted with

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

Name of Firm: _____

Address: _____

Contact Person: _____

Telephone: _____

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

Authorized Signature _____

Company Name _____

Address _____

Return with Bid

STATEMENT OF ASSURANCE

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT
OF SCHOOLS**

(To accompany bid)

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

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

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

Authorized Signature _____

Company Name _____

Address _____

Return with Bid



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

PUB24-8

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR 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, 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 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 may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(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

Return with Bid

PRESCRIBED FORM OF QUESTIONNAIRE

(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached

FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local Board of Education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute?

Yes _____ No _____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other bus transportation? ___Yes ___No
2. If yes, how many years' experience? _____
3. Briefly state the nature of this experience. _____

Company Name _____

Address _____

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

Authorized Signature _____

Return with Bid

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: _____

Organization Address: _____

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

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

Part II

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

OR

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

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

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

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

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

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

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

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

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **West Windsor Plainsboro Regional School District** 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 **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:	

Return with Bid

AFFIRMATIVE ACTION QUESTIONNAIRE

(To accompany bid)

COMPANY NAME _____

1. Our company has a federal Affirmative Action Plan approval.

___ YES ___ NO

A. If yes, a copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

___ YES ___ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program
P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER _____
(Print or Type)

TITLE _____ DATE _____
(Print or Type)

SIGNATURE _____

Return with Bid

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of the _____
(city, town, borough)

of _____, in the County of _____

State of _____, of full age, being duly sworn according to law on
my oath depose and say that:

I am _____ of the firm/agency of _____, the bidder making
the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority
to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any
collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in
restraint of free, competitive bidding in connection with the above bid and that all statements contained in
said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New
Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in
this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee,
except bona fide employees or bona fide established commercial or selling agencies maintained by

Company/Agency Name (Print or Type) _____ Bid # _____

Authorized Representative - Name and Title (Print or Type)

Authorized Signature

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

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

Notary Public of New Jersey
(Seal)

My commission expires _____, 20____

Return with Bid

**BID SHEET
PUB24-8**

**West Windsor Plainsboro Regional School District Board of Education
Student Transportation Services**

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

I hereby submit the following bid(s) to transport students during the 2023-24 school year in accordance with your advertisement, specifications and route description.

<u>Route Number</u>	<u>Route Cost</u>	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost (if applicable)</u>
*NC60A	\$ _____	\$ _____	\$ _____
*NC61A	\$ _____	\$ _____	\$ _____
*MIDLAND12A	\$ _____	\$ _____	\$ _____
TRUBINOA	\$ _____	\$ _____	\$ _____

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

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

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board. The Board of Education reserves the right to reject any or all bids.

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

Company Address _____
Telephone Number

Bidder's Signature _____
Date

Return with Bid

West Windsor-Plainsboro Regional School District
Special Education Route for the 2023-24 School Year
HS North & Community MS
90 Grovers Mill Rd. & 95 Grovers Mill Rd
Plainsboro, NJ 08536

Route:NC60A
Anchor Name: HIGH SCHOOL
NORTH

Start Time:7:05 am
End Time:7:25 am

Distance:9.41 mi.
Total Riders: 3

7:05 am	START	1605/1607/1604 Old Trenton Rd
7:05 am	STOP	1609 Old Trenton Rd
7:06 am	STOP	428 S Post Rd
7:13 am	STOP	212 Village Rd E
7:21 AM	DEST	HIGH SCHOOL NORTH
7:24 AM	DEST	COMMUNITY MS

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

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

Vehicle shall arrive at High School North no earlier than 7:20 AM and no later than 7:25 AM/Bus will proceed to CMS to drop off 7:30 AM

PM run begins at High School CMS at 2:46 PM, buses are to be in line no later than 2:45 PM/then bus will proceed to p/u at HSN no later than 2:50 PM

PM shall be reverse of the AM run unless so indicated.

Vehicle Capacity: 24 Passenger Yellow School Bus

Bus Aide: Bus aide required

Special Equipment: Camera/GPS Required.

The starting date for this route is Tuesday, February 6, 2023

West Windsor-Plainsboro Regional School District
Special Education Route for the 2023-24 School Year
HS North & Community MS
90 Grovers Mill Rd. & 95 Grovers Mill Rd
Plainsboro, NJ 08536

Route:NC61A
Anchor Name: HIGH SCHOOL NORTH

Start Time:7:14 am
End Time:7:20 am
Distance:2.00 mi.
Total Riders: 1

7:14 am START 3214 WYNDHURST DR
7:14 am STOP 2112/3214 Wyndhurst Dr
7:20 am DEST COMMUNITY MIDDLE SCHOOL

***CURRENTLY THERE IS ONLY ONE W/C STUDENT FOR COMMUNITY MS ON ROUTE**

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

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

Vehicle shall arrive at High School North no earlier than 7:20 AM and no later than 7:25 AM/Bus will proceed to CMS to drop off 7:30 AM

PM run begins at High School CMS at 2:46 PM, buses are to be in line no later than 2:45 PM/then bus will proceed to p/u at HSN no later than 2:50 PM

PM shall be reverse of the AM run unless so indicated.

Vehicle Capacity: 24 Passenger Yellow School Bus/or W/C accessible van
Bus Aide: Bus aide required

Special Equipment: Camera/GPS Required

1 wheelchair equipped bus/with appropriate tie down system

The starting date for this route is Tuesday, February 6, 2023

West Windsor-Plainsboro Regional School District
 Special Education Route for the 2020-21 School Year
 Midland School
 94 Readington Rd
 North Branch, NJ 08876
 908-722-8222

Route: MIDLAND12A
 Anchor: The Midland School

Start Time: 7:50 AM
 End Time: 08:55 am
 Total Riders: 1
 Distance: 25.48 mi.

7:50 AM STOP 18 Devonshire Dr
 8:55 am DEST The Midland School

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

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

Vehicle shall arrive at Midland School no earlier than 8:50 am later than 8:55 AM

PM run begins at Midland School at 3:00 PM, bus arrival is no later than 2:55 PM

PM shall be reverse of the AM run unless so indicated.

Vehicle Capacity: 24 Passenger Yellow bus/Passenger van can be used

Bus Aide: Bus aide required

Special Equipment: Camera/GPS

The starting date for this route is Tuesday, February 6, 2023

This is a 12-month contract, which includes summer school.

Windsor Plainsboro Regional School District
 Regular Education Route for the 2023-24 School Year
 Thomas J. Rubino Academy
 11 Buttonwood Dr. Ewing, NJ 08638
 609-882-3200

Route:TRUBINOA
 Anchor Name:Thomas J Rubino Academy

Start Time:7:06 am
 End Time:7:25 am
 Distance:10.57 mi.
 Total Riders: 1

7:06 am START BRAMBLING RD @ FREEDOM BLVD
 Start on BRAMBLING RD
 Right turn at MAGPIE LN
 Right turn at HAWFINCH DR
 Continue on GOLDFINCH BLVD
 Continue on HAWFINCH DR
 Left turn at OLD BEAR BROOK RD
 Left turn at BEAR BROOK CIRCLE
 Continue on BEAR BROOK RD
 Right turn at MEADOW RD
 Right turn at RAMP
 Continue on BRUNSWICK PIKE
 Continue on US-1
 Continue on BRUNSWICK PIKE
 Continue on US-1
 Continue on BRUNSWICK PIKE
 Continue on BRUNSWICK AVE
 Continue on BRUNSWICK CIR
 Continue on BRUNSWICK CIR EXT
 Continue on PRINCETON AVE
 Right turn at N OLDEN AVE
 Right turn at PROSPECT ST
 Bear Left on BUTTONWOOD DR
 Left turn at 11TH ST
 Right turn at THOMAS J RUBINO
 7:25 am DEST Thomas J Rubino Academy

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

Vehicle shall arrive at Thomas Rubino School no earlier than 7:20 AM and no later than 7:25 am

PM run begins at Thomas Rubino at 2:00 pm; bus should be in line no later than 1:50 pm

PM shall be reverse of the AM run unless so indicated.

Vehicle Capacity: 24 Passenger Yellow School Bus/ or sedan or van

Special Instructions: No aide required

Special Equipment: Camera and GPS

The starting date for this route is Tuesday, February 6, 2023 (if other than the first day of school according to the calendar)

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
2023-2024 SCHOOL YEAR CALENDAR**

SEPTEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
	20	21	22	23
26	27	28	29	

COLOR CODES	
	Schools Closed
	Emergency Closing Day
	Early Dismissal: Conferences
	Early Dismissal Day K-12
	Professional Development Day
	PD Day - NEW Teachers Only

OCTOBER 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

MARCH 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FALL 2023

8/28-9/31	Professional Development Days - NEW TEACHERS ONLY
9/5-6	PD Days for Staff
9/7	First Day of School
9/25	Schools Closed
10/10-13	Early Dismissal K-5 - Conferences
10/25-27	Early Dismissal 6-8 - Conferences
11/9-10	Schools Closed
11/22	Early Dismissal
11/23-24	Schools Closed - Thanksgiving Recess

NOVEMBER 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

APRIL 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

WINTER 2023-2024

12/22	Early Dismissal K-12 - Winter Recess
12/25-1/1	Schools Closed - Winter Recess
1/13-17	Early Dismissal K-5 - Conferences
1/15	Schools Closed
2/5-6	Early Dismissal 6-8 - Conferences
2/16	Schools Closed-PD Day for Staff
2/19	Schools Closed

DECEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SPRING 2024

3/22	Early Dismissal K-5 - Conferences
3/25-3/29	Schools Closed - Spring Recess
4/1	Emergency Closing Day #2
4/10	Schools Closed
4/23	Schools Closed
4/24	Emergency Closing Day #1
5/24	Emergency Closing Day #3
5/27	Schools Closed
6/19	Last Day of School Early Dismissal K-12 High School Graduation
6/20	Professional Development Day - NEW TEACHERS ONLY

JANUARY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

EMERGENCY CLOSING DAYS	
Days Used	Schools Will Be Open On:
1	April 24
2	April 1
3	May 24

Note: If we have no emergency closing days, schools are closed April 1, April 24, and May 24.

**BOARD APPROVAL: Feb. 8, 2022
(Revised: March 28, 2023)**



The Midland School
 P.O. BOX 5026
 North Branch, NJ 08876
www.midlandnj.org
 Phone: (908)722-8222 Fax: (908) 722-6203
2023-2024 School Calendar

Revised 4.27.23

Program Hours:
 8:45 am – 3:00 pm

July (2023)				
Mo	Tu	We	Th	Fr
3	4	(5)	6	{7}
10	11	12	13	{14}
17	18	19	20	{21}
24	25	26	27	{28}
31	# of days 19			

August (2023)				
Mo	Tu	We	Th	Fr
	1	2	3	{4}
7	8	9	10	{11}
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
				# of days 11

September (2023)				
Mo	Tu	We	Th	Fr
				1
4	{5}	{6}	(7)	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				# of days 16

October (2023)				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				# of days 21

November (2023)				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	{10}
13	14	15	16	17
20	21	{22}	23	24
27	28	29	30	
				# of days 20

December (2023)				
Mo	Tu	We	Th	Fr
				1
4	5	6	{7}	8
11	12	13	14	15
18	19	20	21	{22}
25	26	27	28	29
				# of days 16

January (2024)				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				# of days 21

February (2024)				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
				# of days 19

March (2024)				
Mo	Tu	We	Th	Fr
				1
4	5	{6}	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				# of days 20

April (2024)				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
				# of days 17

May (2024)				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				# of days 21

June (2024)				
Mo	Tu	We	Th	Fr
3	{4}	5	6	7
10	11	12	{13}	*14
*17	*18	19	*20	21
24	25	26	27	28
				# of days 9

School Holidays/Closings
 July 3-4 –Independence Day
 September 1-4 - Labor Day
 September 25 - Yom Kippur
 October 9- Indigenous People's Day
 November 23-24 - Thanksgiving
 December 25-29 - Winter Break
 January 1 - New Year's Day
 January 15 - Dr. Martin Luther King Jr.
 February 16-19 - President's Day
 Weekend
 March 29 - Good Friday
 April 1-5 - Spring Break
 May 24-27- Memorial Weekend

ESY 2024 Program Dates:
 July 8, 2024 – August 16, 2024

Early Dismissals: {1:00 pm}
Every Friday during ESY Program
 November 10 –Students only
 November 22 -Staff/Students (Thanksgiving)
 December 7 – Students only
 December 22- Staff/Students (Winter Break)
 March 6 – Students only
 June 4- Students only
 June 13-Student/Staff

Total number of days: 210
 *Inclement Weather/Make-up Days:
 June 14, 17, 18, and 20

IMPORTANT DATES
 Staff Development: September 5 -6
 First Day of School: September 7
 Back to School Night: September 21
 Graduation: June 7
 Last Day of School: June 13

Legend:
 Program closed:
 Staff Development: { }
 Early Dismissal { }

Thomas J. Rubino Academy

"A program of the Mercer County Technical Schools"

PLIB24-8
TJRA

Early Dismissal • 12:00

11 Buttonwood Drive ■ Ewing, NJ 08638 ■ Phone: (609) 882-3210 ■ Fax: (609) 882-2128

Thomas J. Rubino Academy School Calendar 2023-2024



September 4, 2023 No School Labor Day
 September 5, 2023 First Day for Students Orientation - Early Dismissal
 September 20, 2023 In-Service/ Early Dismissal
 September 21, 2023 Back to School - 4-6pm

Number of School Days in September 19

October 4, 2023 Red Flag Parent Meetings - Early Dismissal
 October 9, 2023 No School Indigenous Peoples' Day/Columbus Day
 October 18, 2023 In-Service Early Dismissal

Number of School Days in October 21(40)

November 8, 2023 Parent/teacher Conferences 1st MP - Early Dismissal
 November 9, 2023 No School - NJEA Convention
 November 10, 2023 No School - NJEA Convention/Veterans Day
 November 22, 2023 Early Dismissal
 November 23 & 24 No School - Thanksgiving Recess

Number of School Days in November 18(58)

December 6, 2023 In-Service - Early Dismissal
 December 22, 2023 Early Dismissal
 December 23 -31 No School - Winter Recess

Number of School Days in December 16(74)

M-Tu January 1-2, 2024 No School - Winter Recess
W - January 3, 2024 Return from Winter Recess
W - January 10, 2024 Red Flag Parental Meetings - Early Dismissal
M - January 15, 2024 No School- Dr. Martin Luther King Day
W - January 24, 2024 In-Service - Early Dismissal

Number of School Days in January 21(95)

W - February 7, 2024 Parent/teacher Conference 2nd MP - Early Dismissal
M - February 19, 2024 No School - President's Day
W - February 21, 2024 In-Service - Early Dismissal

Number of School Days in February 20(115)

W - March 13, 2024 Red Flag Parent Meetings - Early Dismissal
Th - March 28, 2024 Early Dismissal
F - March 29, 2024 No School -Spring Recess

Number of School Days in March 20(135)

M-F - April 1- 5, 2024 No School Spring Recess
M - April 8, 2024 Return from Spring Recess
N - April 10, 2024 Parent/teacher Conference 3rd MP- Early Dismissal
W - April 24, 2024 In-Service - Early Dismissal

Number of School Days in April 17(152)

W - May 8, 2024 In-Service - Early Dismissal
W - May 22, 2024 Parent Teacher Conference - Early Dismissal
M - May 27, 2024 No School - Memorial Day Observance

Number of School Days in May 22(174)

F - June 7, 2024 No School- Year End Ceremony at the Kelsey Theater
M-Th - June 10-13, 2024 Final Exams - Early Dismissal

Th - June 13, 2024 **Last Days for Students **If no(0) snow days are used, last day of school is 6/11/23**
If one (1) snow day is used, last day of school is 6/12/23**

Number of School Days in June 8(182)

- Board Approved 5/25/2023

Additional Document Requests

1. Contractor/Bidder Political Contribution Form
2. Equipment Certification
3. W-9
4. Federal and State of NJ Non-debarment Certification

6A:23A-6.3 Accountability Compliance Form
Required for all non-emergency contracts over \$17,500

CONTRACTOR/BIDDER POLITICAL CONTRIBUTIONS FORM
West Windsor – Plainsboro Regional School District

Name of Contractor/Bidder _____

1. The undersigned certifies that the above named Contractor/Bidder has not made a contribution in excess of \$300 to any member of the above named Board of Education during the past 12 months.
2. In the case of a corporation or partnership, the undersigned further certifies that no person having an interest in the corporation or partnership has made such a contribution. "Interest" for purposes of this certification is defined as ownership or control of more than 10% of the profits, assets or stock of a business.
3. In the case of an individual or sole proprietor, the undersigned further certifies that neither the individual's spouse nor child residing with the individual has made such a contribution.
4. The Contractor/Bidder understands and agrees that, if awarded the contract, it is not permitted to make any contributions to any member of the Board during the term of the contract.
5. Check one of the following:
 - a. _____ Attached hereto is a true copy of the Contractor/Bidder's list of political contributions pursuant to Section 2 of C. 271, L. 2005 (N.J.S.A. 19:44A-20.26).
 - b. _____ The Contractor made no political contributions during the preceding 12 months that require reporting under section 2 of C. 271.

Signature _____ Date: _____

Print Name: _____ Title: _____

Return with Bid

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

(Amended for Boards of Education per 6A:23A-6.3)

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education 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.

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.

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 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.

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."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26 and N.J.A.C. 6a:23a-6.3(a)(4)

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title	Date

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

Return with Bid

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

County Name: Mercer

State: Governor, and Legislative Leadership Committees

Legislative District #: 12, 14, 15, & 30

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

County:

Freeholders	County Clerk	Sheriff
County Executive	Surrogate	

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

East Windsor Township	Hopewell Township	Trenton City
Ewing Township	Lawrence Township	Washington Township
Hamilton Township	Pennington Borough	West Windsor Township
Hightstown Borough	Princeton Borough	
Hopewell Borough	Princeton Township	

Boards of Education (Members of the Board):

East Windsor Regional	Hopewell Valley Regional	Washington Township
Ewing Township	Lawrence Township	West Windsor-Plainsboro Regional
Hamilton Township	Princeton Regional	

Fire Districts (Board of Fire Commissioners):

- Chesterfield-Hamilton Fire District No. 1
- Hamilton Township Fire District No. 2
- Hamilton Township Fire District No. 3
- Hamilton Township Fire District No. 4
- Hamilton Township Fire District No. 5
- Hamilton Township Fire District No. 6
- Hamilton Township Fire District No. 7
- Hamilton Township Fire District No. 8
- Hamilton Township Fire District No. 9
- Hopewell Borough Fire District No. 1
- Hopewell Township Fire District No. 1
- Hopewell Township Fire District No. 2
- Hopewell Township Fire District No. 3
- Pennington Borough Fire District No. 1
- Washington Township Fire District No. 1

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

County Name: Middlesex

State: Governor, and Legislative Leadership Committees

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

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

County:

Freeholders County Clerk Sheriff Surrogate

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

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

Boards of Education (Members of the Board):

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

Fire Districts (Board of Fire Commissioners):

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

EQUIPMENT CERTIFICATION

The undersigned Bidder hereby certifies as follows:

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

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

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

Name of Bidder: _____ By: _____
(Signature)

Name: _____ Title: _____

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

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

Name of Bidder: _____ By: _____
(Signature)

Name: _____ Title: _____

Return with Bid

TABLE 2
CERTIFICATION OF OWNER OR CONTROLLER OF EQUIPMENT
NOT OWNED OR CONTROLLED BY BIDDER

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

(Name of Bidder)

(Name of Owner or Controller)

Name of Bidder: _____

By: _____
(Signature)

Name: _____

Title: _____

<u>Type of Equipment</u> (Vehicle, Pump, Etc.)	<u>Number</u>	<u>Make</u>	<u>Equipment Model</u>	<u>Age</u>

(Attach additional sheets if necessary)

Return with Bid

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 . . .
<ul style="list-style-type: none"> Corporation 	Corporation
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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)
<ul style="list-style-type: none"> Partnership 	Partnership
<ul style="list-style-type: none"> 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.

FEDERAL AND STATE NON-DEBARMENT CERTIFICATIONS

I, _____ of the city of _____, in the County of _____ and the State of _____, of full age, certify that the entity listed on the form and/or any person or company employed by this entity, are not presently on the following:

- New Jersey Department of Treasury – Consolidated Debarment Report
- New Jersey Department of Labor – Prevailing Wage Debarment List
- Federal Debarred Vendor List – System for Award Management (SAM.gov)

Company Name: _____

Authorized Agent: _____

Signature: _____