



NOTE: The Parking Authority of the City of New Brunswick will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposal.

REQUEST FOR PROPOSAL

FOR THE PROVISION OF PARKING GARAGE SWEEPING SERVICES

DUE DATE: June 25, 2026, at 11:00 a.m.

Issued by:

New Brunswick Parking Authority

NOTICE TO BIDDERS

**The New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901**

The New Brunswick Parking Authority will consider Bids only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposal.

PARKING GARAGE SWEEPING SERVICES

Through a Request for Proposal process described herein, persons and/or firms interested in assisting the Parking Authority with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Parking Authority will review Proposal only from those firms that submit a Proposal which includes all the information required to be included as described herein (in the sole judgment of the Parking Authority). The Parking Authority intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Parking Authority to provide the greatest benefit to the residents of New Brunswick.

Electronic Bid Documents will be available by 10:00 AM, prevailing time, on May 22, 2026, and may be downloaded at the following link: <http://www.njnbpa.org/public-bids/>.

A Bid must be submitted in a sealed envelope, clearly marked on the outside with the name of the bid, the name of the OWNER, and the name and address of the Bidder.

Bids will be received, publicly opened and read aloud, at 11:00 a.m., prevailing time, on Thursday, June 25, 2026, (the "Bid Date and Time") in the office of the OWNER at the address identified above. Bids received after the Bid Date and Time will be returned unopened.

All communication concerning this RFP or the RFP process shall be directed to the Parking Authority's Designated Contact Person, in writing.

Designated Contact Person:

Lauren Palladino
Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901

Bidders are strongly encouraged to attend the Pre-Bid conference, which will be held on Thursday, June 11, 2026, at 10:00 a.m., prevailing time, in the conference room of the OWNER at the address identified above

A certificate from a surety company will be required to be submitted with the bid as per N.J.S.A 40A:11-22 as amended stating that it will provide the Performance/Payment bond required by the bid documents if the bidder is awarded the total bid or any part thereof. THE SURETY COMPANY MUST INDICATE IN ITS CERTIFICATE THAT IT IS LICENSED TO TRANSACT BUSINESS IN THE STATE OF NEW JERSEY.

The successful bidder will be required to furnish a Performance/Payment bond in the full amount of the contract

price indemnifying the Owner from any and all proceedings, suites or actions of any kind, name or description and conditional for the faithful performance of the work and as security for the payment of all persons performing labor and furnishing materials in connection with the contract.

BY ORDER OF THE NEW BRUNSWICK PARKING AUTHORITY.

Mitchell Karon
Executive Director

INTRODUCTION

The New Brunswick Parking Authority is seeking proposals for power sweeping and cleaning services for nine (9) New Brunswick Parking Authority owned/managed parking garages/decks located in New Brunswick, New Jersey.

Sealed proposals will be received at 11:00 AM on Thursday June 25, 2026. Interested parties should submit their proposal in a sealed envelope clearly marked with the name of the RFP, due date, and contractor name and address, to the Administrative Office of the New Brunswick Parking Authority located at 106 Somerset Street, Floor 6, New Brunswick, NJ 08901.

PROPOSAL CHECKLIST

Required by owner	Items to be included with proposal:	Initial each required entry and if required submit the item.
<input checked="" type="checkbox"/>	Acknowledgement of receipt of Addenda	
<input checked="" type="checkbox"/>	Affirmative Action Compliance Notice	
<input checked="" type="checkbox"/>	Consent of Surety	
<input checked="" type="checkbox"/>	Performance Bond	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure	
<input checked="" type="checkbox"/>	Price Proposal Sheet – Exhibit A	
<input checked="" type="checkbox"/>	Provide Power Sweeper manufacturer make and model information on price proposal sheet Exhibit A	
<input checked="" type="checkbox"/>	References / List of previous and/or active relevant projects	
	Items to be provided prior to contract award:	
<input type="checkbox"/>	Prior to signing a contract the selected vendor will provide a Certification of Non-Involvement in Prohibited Activities in Russia or Belarus form.	
<input type="checkbox"/>	Prior to signing a contract the selected vendor will provide a Disclosure of Investment Activities in Iran form.	
<input type="checkbox"/>	Prior to signing a contract the selected vendor will provide a valid NJ Business Registration Certificate.	
<input type="checkbox"/>	Prior to signing a contract the selected vendor will provide proof of insurance as required by these documents including naming the New Brunswick Parking Authority as an additional insured.	

TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES TO BE PROVIDED

Monthly power sweeping and cleaning services shall be provided for the following NBPA owned/managed parking garages/decks:

- New Street Deck, 134 New Street, New Brunswick, NJ
- Lower Church Street Deck, 90 Church Street, New Brunswick, NJ
- Paterson Street Deck, 124 Paterson Street, New Brunswick, NJ
- Civic Square Deck, 3 Kirkpatrick Street, New Brunswick, NJ
- Morris Street Deck, 70 New Street, New Brunswick, NJ
- NBPAC Deck, 60 Bayard Street, New Brunswick, NJ
- Plum Street Parking Garage, 20 Plum Street, New Brunswick, NJ
- Gateway Parking Garage, 7 Wall Street, New Brunswick, NJ
- Wellness Plaza Parking Garage, 95 Paterson Street, New Brunswick, NJ

All tasks as detailed on Exhibit B - Schedule of Services shall be performed by the Vendor at each deck one (1) time per month.

VERIFICATION OF SERVICES

After each deck sweeping is reported, an NBPA employee will inspect the premises within 12 hours of completion. All swept areas shall be free of loose litter and debris and present a uniformly swept appearance. If determined that the areas do not meet this specified standard of clean, the contractor shall return within 24 hours to reach the standard at no additional cost.

SWEEPING EQUIPMENT REQUIREMENTS

An industrial-grade rider sweeper designed for large-scale indoor/outdoor sweeping in parking decks is required to perform services under this contract. The make and model of the machine(s) intended for use in performing the awarded contract must be listed on Exhibit A - Proposal Pricing.

AIR FILTRATION SWEEPING EQUIPMENT AND DEBRIS COLLECTION REQUIREMENTS

1. Air-Filtration Sweeping Equipment: The contractor shall perform all sweeping operations using high-efficiency, air-filtration sweeping equipment designed to capture fine particulates, dust, and airborne debris. Equipment must include:
 - a) Enclosed sweeping heads or suction heads/broom system spline drive system
 - b) Integrated multi-stage filtration capable of capturing PM10 and finer particulates
 - c) Vacuum -assist or regenerative-air technology to prevent dust release into the environment
 - d) Fully sealed debris hoppers to prevent leakage during operation
 - e) Traditional Sweeping Vacuum Style Trucks generate too much dust and are not permitted.
2. Dust Suppression & Air Quality Control: Sweeping operations shall be conducted in a manner that prevents the release of dust, grit, or airborne contaminants into occupied areas, stairwells, pedestrian walkways, or adjacent structures. The Contractor shall utilize onboard dust-suppression systems and filtration at all times during sweeping.

3. Debris Collection Requirements: All debris, dust, litter, sand, salt, and accumulated material swept from the parking deck shall be fully contained, collected, and removed from the site. Under no circumstances may debris be pushed into drains, stairwells, elevator pits, expansion joints, or perimeter edges.
4. Protection of Drainage Systems: The contractor shall ensure that no debris enters the deck drainage system. Any drain grates removed for cleaning must be replaced securely. If debris is found in drains following sweeping, the contractor shall be responsible for immediate removal at no additional cost to the Owner.
5. Disposal Requirements: All collected debris shall be disposed of in accordance with local, state, and environmental regulations, including NJDEP solid-waste handling standards. The contractor must provide disposal manifests or documentation upon request. Receipt of proper disposal needs to be attached to invoice.
6. Work Area Containment & Cleanup: Upon completion of sweeping, contractor shall perform a final walkthrough to ensure all areas are free of dust trails, debris piles, or residual material. Any secondary cleanup required due to inadequate containment shall be performed at the contractor's expense.

OSHA COMPLIANCE

Sweeper operators must be skilled, OSHA compliant in workplace safety, motor vehicle driver safety and sweeper safety.

HEIGHT REQUIREMENTS

The contractor is notified that the maximum height clearance for the sweeper is 6'7" and the successful vendor's equipment must be able to fulfill this requirement.

ELEVATOR LANDING ALARMS

The Parking Authority does not anticipate the elevator landing alarms will be set off by the sweeper. However, if the sweeper/sweeping work does set off the elevator landing alarms the contractor will be required to purchase and utilize temporary alarm covers for the use during the sweeping.

TERM

The initial term of the awarded contract shall be for three (3) years from the date of the contract award, with two (2) separate one (1) year options to extend, both of which options shall be at the sole discretion of the NBPA. All terms and conditions of the original contract shall remain in effect during any contract extensions. In accordance with Local Public Contracts Law N.J.S.A. 40A:11-15, price increases shall only be allowed at the time of extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation at the time the contract is renewed.

QUESTIONS, CLARIFICATIONS, AND INQUIRIES

The Parking Authority of the City of New Brunswick shall accept questions, requests for clarifications, and inquiries from all potential bidders. Questions, requests for clarifications, and inquiries must be received in writing by Tuesday, June 16, 2026, at 12:00 noon for a response. Addendums will be issued to all known potential respondents and will also be published on the NBPA website on the Public Bids page (<https://www.njnbpa.org/public-bids>). It is the responsibility of the respondent to check the website frequently to determine if any addendums have been issued. Proposals must be submitted as detailed in the proposal packet.

Please address your questions, requests for clarification, and inquiries to:

Lauren Palladino, Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901
LPalladino@njnbpa.org

GENERAL PROPOSAL SUBMISSION REQUIREMENTS

- 1. Insurance** - The vendor shall not commence any work in connection with the contract until the vendor has obtained all of the following types of insurance, nor shall the vendor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been so obtained.

Prior to the actual contract award vendor must supply certificates of insurance and certified copies of all policies and endorsements to the Project Coordinator evidencing the required insurance coverage is in effect prior to the commencement of performance of service hereunder, and shall maintain such insurance from the time vendor commences performance of services hereunder until the completion of such service, The Authority shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the vendor or subcontractor providing such insurance.

The vendor agrees to indemnify, defend, and hold harmless the Authority and its authorized agents, officers, volunteers, and employees against any and all claims whatsoever arising from this agreement and any cost or expenses incurred by the Authority or vendor on account of any claim therefor. To accomplish the indemnification herein provided for, but without limiting vendor's liability, the vendor shall secure and maintain throughout the term of the contract the following types of insurance with at least the limits shown.

Worker's Compensation - A program of worker's compensation insurance or a state approved insurance program in the amount and form to meet all applicable requirements of the Labor Code of the State of New Jersey, including employer's liability of one million dollars (\$1,000,000) covering all persons providing services on behalf of the vendor and all risks to such persons under the agreement.

Automotive Liability Insurance - Coverage must include automobile liability coverage for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

Commercial General Liability - The policy shall include contractual, completed operation coverage with a minimum of one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate.

Umbrella Liability – Five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) aggregate.

2. **Litigation/Arbitration List** - Please list on a separate page all litigation or arbitration commenced by or against your company within the last 7 years. Identify the parties, the date commenced, a brief description of the claim, and the court or forum in which the claim was adjudicated and resolution/status. Provide proof of existing levels of product liability insurance.
3. **Omissions** - The firm recognizes that the Authority is not in the business of preparing specifications, and any omissions in this Request for Proposal must be strictly addressed by the firm with the submittal of its proposal.
4. **Compliance with Other Prevailing Laws** - The firm shall comply with all current federal and state nondiscrimination and equal opportunity laws and policies and agrees to not hold the Authority liable for any inadvertent action by the firm which conflicts with such statutes and/or policies.
5. **Withdrawal of Proposals** - Any proposal may be withdrawn until the date and time stated above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer to sell to the Authority the services indicated for a period of ninety (90) days, or until one or more of the proposals have been accepted by the Authority, whichever occurs earlier.
6. **Statement of Corporate Ownership** - Attachment 1 to be completed and returned.
7. **EEO/ Affirmative Action "Exhibit A"** - Attachment 2 must be reviewed, may be completed and returned.
However, each Bidder shall submit to the Authority, after notification of award but prior to execution of a contract, one of the following three documents:
 1. A photocopy of a valid letter that the contractor is operating under an existing federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
 2. A photocopy of Employee Information Report, issued in accordance with NJAC 17:27-4; or
 3. A photocopy of an Employee Information Report (Form M302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with NJAC 17:27-4.
8. **Americans with Disabilities Act of 1990** - Attachment 3 to be reviewed.
9. **Business Registration Certificate** - Respondent must provide NJ State Division of Revenue issued Business Registration Certificate prior to award of the contact.
10. **Acknowledgement of Receipt of Addenda** - Attachment 4, to be completed and returned with Bid.
11. **Consent of Surety** – Bidder shall submit with the bid a Consent of Surety with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the NBPA stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on

behalf of the bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A: 11-22. Failure to submit this shall be cause for rejection of the bid.

12. Performance Bond – Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract. Failure to submit this shall be cause for rejection of the bid.
13. Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC) - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to NJSA 19:44A-20,27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
14. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus form to be completed and returned prior to award of the contract.
15. Disclosure of Investment Activities in Iran form to be completed and returned prior to award of the contract.

SPECIFIC PROPOSAL DOCUMENT REQUIREMENTS

1. All proposals shall be submitted by 11:00 a.m. on Thursday, June 25, 2026 to the following address:

Lauren Palladino, Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901

No proposals will be accepted after 11:00 a.m. Proposals received after 11:00 a.m. will be returned unopened to sender. It is the respondent's responsibility to ensure the proposal is submitted on time.

2. Submit proposals in a sealed envelope visibly marked "Parking Garage Sweeping Services Proposal, 11:00 a.m. on June 25, 2026." On the Bid Proposal Form below, which should be completed in its entirety, the "Total Yearly Cost" is required for Year 1, Year 2, and Year 3, and must include all costs associated with this project for each year.

PARKING GARAGE SWEEPING SERVICES PROPOSAL PRICING

EXHIBIT A

All fees must be included in the costs listed below. No additional material, disposal fees, or surcharges shall be added separately under this contract.

MANUFACTURER MAKE AND MODEL OF POWER SWEEPER TO BE UTILIZED DURING THE TERM OF THIS CONTRACT:

GARAGE LOCATIONS

GARAGE	LOCATION	NUMBER OF LEVELS	YEAR 1 COST	YEAR 2 COST	YEAR 3 COST
New Street Deck	134 New Street, New Brunswick, NJ	6			
Lower Church Street Deck	90 Church Street, New Brunswick, NJ	5			
Paterson Street Deck	124 Paterson Street, New Brunswick, NJ	7			
Civic Square Deck	3 Kirkpatrick Street, New Brunswick, NJ	1			
Morris Street Deck	70 New Street, New Brunswick, NJ	6			
NBPAC Deck	60 Bayard Street, New Brunswick, NJ	7			
Plum Street Parking Garage	20 Plum Street, New Brunswick, NJ	11			
Gateway Parking Garage	7 Wall Street, New Brunswick, NJ	10			
Wellness Plaza Parking Garage	95 Paterson Street, New Brunswick, NJ	9			

YEARLY TOTALS \$ - \$ - \$ -

TOTAL YEAR 1 TOTAL YEAR 2 TOTAL YEAR 3

GRAND TOTAL COST, YEAR 1, YEAR 2 AND YEAR 3 \$ -

Contractor Information:

Company Name _____

Contact _____

Signature _____

Address _____

Telephone _____

Email _____

SCHEDULE OF REQUIRED SERVICES TO BE PERFORMED AT ALL GARAGES ONE TIME PER MONTH		
	Task	Details
1	Log each service	A log is to be kept by the vendor detailing the date and time each deck is swept/cleaned and submitted to the NBPA with monthly invoice.
2	Call NBPA Security Office	Vendor is required to call the NBPA Security Office at 732-667-8100 prior to sweeping to inform what decks will be done that evening. At the conclusion of the nights sweeping the Vendor will call the NBPA Security Office to let them know that they are complete.
3	Pigeon excrement scraping	Pigeon excrement shall be scraped from ledges of each garage prior to sweeping.
4	Motorized sweeping	Each Parking Deck/Garage is to be swept and cleaned by a motorized power sweeper one time per month. Sweeping/cleaning shall include all areas of the Parking Decks/Garages including but not limited to the driveways, entrance areas, exit areas, aisles, stairways, elevator landings, etc. Sweeping/Cleaning is to be conducted between the hours of 8:00 PM and 6:00 AM.
5	Walk along cleaner	In addition to the power sweeper operator, the vendor must provide a ground laborer to walk along side the machine and clean the areas which the machine can not access; additionally sweeping/cleaning the corners and stairwells or picking up large debris which may harm the power sweeper.
6	Manual sweeping	Vendor shall sweep manually between parked cars.
7	Dust control	Sweeper shall have a water system for dusty conditions. Vendor is responsible for controlling dust during all sweeping/cleaning. No power blowers of any kind are to be used.
8	Debris disposal	Contents of sweeper canister, and other collected debris, may be dumped at any New Brunswick Parking Authority dumpster.

NEW BRUNSWICK PARKING AUTHORITY

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE, AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

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

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

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Parking Authority of the City of New Brunswick (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. § 12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it relating to the scope of services provided by the contractor, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees relating to the scope of services provided by the contractor, the owner shall expeditiously forward or have forwarded to the contractor every such demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

CONSENT OF SURETY

A performance bond will be required from the successful contractor on this project, and consequently, all bidders shall submit, with their bid, a consent of surety in substantially the following form:

To: _____
(Owner)

Re: _____
(Contractor)

(Project Description)

This is to certify that the _____
(Surety Company)

will provide to _____ a performance bond in
(Owner)

the full amount of awarded contract in the event that said contractor is awarded a contract for the above project.

(CONTRACTOR)

(Authorized Agent of Surety Company)

Date: _____

**CONSENT OF SURETY MUST BE SIGNED BY AN AUTHORIZED AGENT
OR REPRESENTATIVE OF A SURETY COMPANY AND NOT BY THE
INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

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

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

_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any
collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named
project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with
full knowledge that the New Brunswick Parking Authority 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
_____.

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

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	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	Address

Part IV Certification

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

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

Registering A Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm.
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm, or call 609-292-9292.

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at www.nj.gov/treasury/revenue/pdfforms/reg_a.pdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Questions about the registration process? Call 609-292-1730 or submit by e-mail at www.nj.gov/treasury/revenue/revcontact.html.

How do I receive the proof of registration certificate?

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

What information does the proof of registration contain? The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).



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

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

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

(Check the Appropriate Box)

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

OR

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

OR

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

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

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

Vendor's Email Address

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

Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

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

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Contracting Unit is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.

I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	