



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 CLEANING SERVICES

DUE DATE: July 17, 2025, at 2:00 p.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

COMMERCIAL OFFICE AND ELEVATOR CLEANING 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 June 30, 2025, 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 2:00 p.m., prevailing time, on July 17, 2025, (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:

Jimmy Le
Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901

BY ORDER OF THE NEW BRUNSWICK PARKING AUTHORITY.

Mitchell Karon
Executive Director

INTRODUCTION

Overview

The New Brunswick Parking Authority ("Authority") is seeking proposals from qualified vendors to provide comprehensive commercial cleaning services for its administrative offices, located at 106 Somerset Street, Floor 6, New Brunswick, New Jersey 08901, for cleaning the Wellness Plaza lobby, located at 100 Kirkpatrick Street, New Brunswick, New Jersey, 08901, and for cleaning various parking facility elevators located within a ten-block radius in downtown New Brunswick. The term of the contract will be for a period of one year with an option to renew by the Authority for two additional one-year periods. Contractors must be licensed, bonded, and insured. Specifications of the daily, weekly, and monthly services to be provided by the successful contractor are detailed in the Technical Specifications that follow.

TECHNICAL SPECIFICATIONS

I. Gateway Office Cleaning Scope of Service 106 Somerset Street, 6th Floor.

A. Areas to be serviced

1. Main Entrance Lobby area 106 Somerset Street
2. Entryways
3. Reception Area
4. Waiting Area
5. Parking services area
6. Enforcement area
7. Private Offices
8. Open Workspace Areas
9. Conference Rooms
10. Restrooms
11. Kitchen Areas and Break Room

B. Time services are to be performed

1. The cleaning services described above are to be performed between the hours of 5:00 p.m. and 9:00 p.m. Vendor must notify Parking Services (732-667-8100) when it arrives and when it departs.

C. Daily service schedule (weekdays only)

1. Services to be performed daily for the general reception area, private waiting area, private office areas, conference rooms, open workspace areas

- a) Clean the inside and outside of entry door glass, keeping it free from fingerprint and smudge marks.
 - b) Wipe and clean reception countertop area.
 - c) Wipe and clean conference room tabletops.
 - d) Clean interior glass, keeping inside and outside surfaces free from fingerprints and smudge marks.
 - e) Dust all furniture, including but not limited to chairs, credenzas, tables, and cabinets.
 - f) Wiped and disinfect all workstations tabletop and monitor stand
 - g) Vacuum carpeted areas.
 - h) Dust mop and wet mop hard flooring areas.
 - i) Empty all trash cans and recycling bins and remove each waste type to designated areas.
2. Services to be performed daily for the kitchen areas and break room
- a) Wipe and sanitize sink and clean tabletops, chairs, countertops, and cabinet faces.
 - b) Wipe and clean inside and outside of microwave and toaster ovens.
 - c) Dust mop and wet mop hard flooring area.
 - d) Wipe and clean water cooler and drip catch.
 - e) Empty trash and recycling containers and remove each waste type to its designated area.
 - f) Empty coffee machines and wipe clean their exterior surfaces.
 - g) Return chairs, furniture, and waste containers to proper positions.
3. Services to be performed daily for the restrooms
- a) Restock all supplies as needed.
 - b) Dust mop and sanitize hard floor surfaces.
 - c) Clean and sanitize sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.
 - d) Clean and polish mirrors, glass, and chrome.
 - e) Empty trash containers and remove trash to the designated area.

D. Weekly and monthly service schedule

1. Services to be performed weekly
- a) Dust partitions and miscellaneous fixtures.
 - b) Dust window ledges and low reach areas.
 - c) Dust and remove debris from metal entrance thresholds.
2. Services to be performed monthly
- a) Dust high reach areas including shelves, ledges, vents, and HVAC grills.
 - b) Clean baseboards, carpet edges, and corners.
 - c) Vacuum upholstered furniture.

II. Wellness Plaza Lobby Cleaning Scope of Service 100 Kirkpatrick Street

A. Areas to be serviced

1. Entryway
2. 1st floor lobby
3. 2nd floor lobby
4. Lobby stairs

B. Services to be provided each visit

1. Clean inside and outside of entry door glass, keeping it free from fingerprint and smudge marks.
2. Clean 1st floor interior window glass, keeping it free from fingerprints and smudge marks (up to 8 feet above floor level).
3. Vacuum carpeted areas.
4. Dust mop and wet mop hard flooring areas.
5. Empty all trash and recycling containers and remove waste to designated areas.
6. Dust window ledges and low reach areas.

C. Time services are to be performed

1. Sunday, 9 a.m. to 12 noon and/or 6 p.m. to 9 p.m. or else notified
Vendor must notify Parking Services (732-667-8100) when it arrives at each location and when it is finished.

III. Commercial Elevator Cleaning

A. Elevator cleaning locations

(Locations to be Serviced, Address, Number of Elevators and Levels)

1. Gateway Transit Village, 106 Somerset Street, 5 Elevators, 10 Levels
2. Wellness Plaza, 100 Kirkpatrick Street, 4 Elevators, 9 Levels
3. Paterson Street Deck, 124 Paterson Street, 2 Elevators, 7 Levels
4. Plum Street Deck, 20 Plum Street, 3 Elevators, 11 Levels
5. Church Street Deck, 90 Church Street, 1 Elevator, 5 Levels
6. Morris Street Deck, 70 New Street, 2 Elevators, 6 Levels
7. New Street Deck, 134 New Street, 2 Elevators, 6 Levels
8. NBPAC Street Deck, 60 Bayard Street, 2 elevator 7 levels

B. Services to be provided each visit

1. Clean/polish elevator exterior doors and frames (each floor) with stainless steel cleaner
2. Clean/polish interior glass
3. Clean/polish interior walls and ceiling with stainless steel cleaner or other NBPA-approved cleaner
4. Floors swept and mopped, removing any debris (gum, black marks, etc.)
5. Clean door tracks

C. Time services are to be performed

1. Monday, Wednesday, and Friday
2. 9 a.m. to 12 noon and/or 6 p.m. to 9 p.m.

Vendor must notify Parking Services (732-667-8100) when it arrives at each location and when it is finished.

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 Wednesday, July 9, 2025, 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:

Jimmy Le, Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901
jle@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 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.

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 contract.
10. **Acknowledgement of Receipt of Addenda** - Attachment 4, to be completed and returned with Bid.
11. **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.
12. **Disclosure of Investment Activities in Iran** form to be completed and returned with bid.

SPECIFIC PROPOSAL DOCUMENT REQUIREMENTS

1. All proposals shall be submitted by 2:00 p.m. on Thursday, July 17, 2025 to the following address:

Jimmy Le, Purchasing Agent
New Brunswick Parking Authority
106 Somerset Street, Floor 6
New Brunswick, NJ 08901

No proposals will be accepted after 2:00 p.m. Proposals received after 2:00 p.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 "Commercial Office and Elevator Cleaning Services Proposal, 2:00 p.m. on July 17, 2025." On the Bid Proposal Form below, which should be completed in its entirety, the "Total Project Cost" is required for Year 1, Year 2, and Year 3, and should include all costs associated with this project for each year.

Bid Proposal Form

The New Brunswick Parking Authority is seeking proposals to provide Commercial Office and Elevator Cleaning Services. Detailed office cleaning services are to be provided on a daily, weekly, and monthly schedule, and detailed elevator cleaning services are to be provided Daily. The NBPA reserves the right to remove any items listed below to satisfy the needs of the Authority.

The undersigned bidder agrees to furnish and deliver the above goods and services pursuant to the details provided in the bid specifications and made a part hereof.

1. Gateway Office Cleaning

List price per month to provide all daily, weekly, and monthly office cleaning services specified:

Year	Monthly Rates	Yearly Total
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$

2. Wellness Lobby Cleaning

List price per month to provide all weekly lobby cleaning services specified:

Year	Monthly Rates	Yearly Total
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$

3. Commercial Elevator Cleaning

List price per year to provide all thrice-weekly elevator cleaning services specified:

	Number of Elevators	Number of Levels	Year 1	Year 2	Year 3
Gateway Village 106 Somerset St.	5	10	\$	\$	\$
Wellness Plaza Deck 100 Kirkpatrick St.	4	9	\$	\$	\$
Paterson St. Deck 124 Paterson St.	2	7	\$	\$	\$
Plum Street Deck 20 Plum St.	3	11	\$	\$	\$
Church Street Deck 90 Church St.	1	5	\$	\$	\$
Morris Street Deck 70 New St.	2	6	\$	\$	\$
New Street Deck 134 New St.	2	6	\$	\$	\$
NBPAC Street Deck 60 Bayard St.	2	7	\$	\$	\$
Total Cost:			\$	\$	\$

4. Total Project Cost

Year 1	Year 2	Year 3
\$	\$	\$

Bid Tabulation

YEAR 1

Commercial office cleaning monthly cost	\$ _____
Wellness lobby cleaning monthly cost	\$ _____
Elevator cleaning monthly cost	\$ _____
Total monthly cost	\$ _____
Total yearly cost	\$ _____

YEAR 2

Commercial office cleaning monthly cost	\$ _____
Wellness lobby cleaning monthly cost	\$ _____
Elevator cleaning monthly cost	\$ _____
Total monthly cost	\$ _____
Total yearly cost	\$ _____

YEAR 3

Commercial office cleaning monthly cost	\$ _____
Wellness lobby cleaning monthly cost	\$ _____
Elevator cleaning monthly cost	\$ _____
Total monthly cost	\$ _____
Total yearly cost	\$ _____

Company Name

Address

Signature of Authorized Agent

Title: _____

Type or Print Name

Date: _____

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: _____

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 thereto, 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.

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 New Brunswick Parking Authority is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the New Brunswick Parking Authority to notify the New Brunswick Parking Authority 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 New Brunswick Parking Authority, permitting the New Brunswick Parking Authority to declare any contract(s) resulting from this certification void and unenforceable.

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

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)

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/pdforms/regapdf. 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).

STANDARD BID DOCUMENT REFERENCE

Name of Form	COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").</p>					

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list.

Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if 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 hereby 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. 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	