

# NOTICE TO BIDDERS

## New Brunswick Parking Authority

106 Somerset Street, 6th Floor  
New Brunswick, NJ 08901

The New Brunswick Parking Authority (the "NBPA") 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 Proposals (RFP).

### Pool of On-Call Electrician Services

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

**Electronic Bid Documents** will be available by 9:00am on 12/1/25 and may be downloaded at:

<http://www.njnbpa.org/public-bids/>.

**Submission:** 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 (New Brunswick Parking Authority) and the name and address of the Bidder.

**Bid Opening:** Bids will be received, publicly opened and read aloud at 2:00pm on 12/16/25(the "Bid Date and Time") in the office of the NBPA at the address above. Bids received after the Bid Date and Time will be returned unopened.

Bidders are required to comply with the Contract Compliance and Equal Employment Opportunities in Public Contracts (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27), the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.), and must have a current New Jersey Business Registration Certificate (P.L. 2004, N.J.S.A. 52:25-24.2).

All communications concerning this RFP or the RFP process shall be directed, in writing, to the NBPA's Designated Contact Person:

**Designated Contact Person:**

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

BY ORDER OF THE NEW BRUNSWICK PARKING AUTHORITY.

Mitchell Karon  
Executive Director

## 1. General

The NBPA seeks to contract with State-licensed electrical contractors to provide on-call service and repair for NBPA facilities and buildings. Contracts will be awarded for a base period of **two (2) years** with an option to extend for **one (1) additional year**.

## 2. Scope of Work

The Contractor shall provide all labor, materials, equipment, supervision and supplies necessary to complete electrical (or plumbing) repairs and services on an as-needed basis. Services may include but are not limited to: repair and installation of fixtures, lighting, controls, wiring, panels, emergency systems, motors, and similar systems. Work may be performed in confined spaces. All work shall be fully guaranteed. Work must be scheduled in advance and approved by the NBPA unless an emergency requires immediate response.

## 3. Request for Services / Quotes

Upon request by the NBPA, the selected Contractor will provide a quote for the necessary work. Each quote shall include:

- Employee title(s) and classification(s) (e.g., Licensed Electrician Journeyman, Apprentice)
- Labor rate(s) and number of workers
- Estimated hours
- Intended use of apprentices/helpers (if any)
- Materials list and wholesale cost for materials
- Any required permits or inspections

## 4. Materials

NBPA will pay only for materials that have been authorized and used. Total material cost shall not exceed a **5% upcharge** over contractor's verified wholesale cost (contractor's invoice required). Only new systems, parts, and supplies are acceptable. A copy of the supplier's invoice verifying the contractor's cost shall accompany all requests for payment of materials and supplies. Purchases should be made at the most favorable rate available to the contractor. Handling costs must be reflected on the contractor's invoice. The NBPA reserves the right to audit invoices during the contract period.

## 5. Work Schedule & Response Time

- a. Regular business hours: Monday through Friday, 7:00 a.m. – 4:30 p.m. (excluding NBPA recognized holidays).
- b. Overtime hours: services rendered between 4:30 p.m. and 6:59 a.m., Saturdays, Sundays and NBPA recognized holidays.
- c. Overtime rate: NBPA shall not pay more than **1.5 ×** the applicable hourly rate stated in the bid proposal for approved after-hours or holiday work.
- d. Emergency response: Contractor shall respond to emergency calls 24/7 and within **two (2) hours** of notification. Contractor shall provide two (2) contact telephone numbers for designees who will

respond.

e. NBPA does not guarantee a minimum number of hours; payment is only for authorized hours actually worked. Labor charges shall include all associated costs; no additional compensation will be allowed unless approved in writing.

## **6. Permits, Fees & Codes**

Contractor shall secure all necessary permits and conform to all local, state and national electrical/plumbing codes. Fees associated with work on city facilities will be addressed with the NBPA representative.

## **7. License**

Contractor shall be a duly licensed New Jersey electrician/plumbing contractor and must maintain an active license for the contract term. A copy of the New Jersey license must be included with the Proposal.

## **8. Contractor Performance**

Work shall be performed in a safe, professional, workmanlike manner in accordance with applicable municipal, state and federal codes and regulations. Contractor shall maintain records detailing work performed and materials utilized.

## **9. Guarantee / Warranty**

Contractor shall guarantee, in writing, all labor and materials for a period of **one (1) year** from completion. Guarantee shall include repair or replacement at contractor's expense for defects in workmanship or materials that arise within the guarantee period, including defects discovered after contract expiration.

## **10. Qualifications & References**

Contractors must have a minimum of **five (5)** consecutive years of experience in service and repair of facility systems. Provide five (5) references with the Proposal.

## **11. Term of Contract**

Base term: two (2) years, with one (1) one-year option to extend at the NBPA's discretion.

## **12. Frequency**

Frequency of service is undetermined.

## **13. Method of Award**

NBPA may award contracts to multiple bidders. Award may be based on lowest **hourly labor rate** of a licensed electrician during normal business hours and other evaluation factors the NBPA deems appropriate.

## GENERAL INSTRUCTIONS TO BIDDERS

1. The NBPA reserves the right to reject any or all bids, to waive informalities, and to accept the bid that, in its sole judgment, is in the best interest of the NBPA.
2. In case of default by the Bidder/Contractor, the NBPA may procure the articles or services from other sources and hold the Bidder/Contractor responsible for excess costs.
3. If awarded a contract, the Bidder agrees to defend and hold harmless the NBPA against claims arising from use of patented materials or processes and to indemnify NBPA against suits, actions or damages arising from contractor acts.
4. Contractor should maintain sufficient insurance (Workers' Compensation, General Liability, Automobile) and provide Certificates of Insurance naming NBPA as additional insured as required.

The Contractor shall furnish a **Certificate of Insurance** to the NBPA **prior to the start of any work**. All policies must be issued by insurance companies licensed to do business in the State of New Jersey and acceptable to the NBPA.

The Certificate shall include the following minimum coverage:

### 1. Commercial General Liability

- **\$1,000,000** per occurrence
- **\$2,000,000** general aggregate
- Coverage must include: premises/operations, products/completed operations, contractual liability, independent contractors, and broad form property damage.

### 2. Automobile Liability

- **\$1,000,000** combined single limit
- Coverage for **owned, non-owned, and hired vehicles**.

### 3. Workers' Compensation & Employer's Liability

- Statutory Workers' Compensation coverage (as required by New Jersey law)
- Employer's Liability: **\$500,000 each accident / \$500,000 disease**

### 4. Umbrella or Excess Liability (if required)

- Minimum **\$1,000,000** per occurrence
- May be used to supplement primary policy limit

5. Bidders must familiarize themselves with the specifications; lack of familiarity will not be accepted as an excuse.
6. Each bid must be signed in ink by an authorized representative.
7. Bidders should use the proposal form furnished by the NBPA.
8. Non-Collusion Affidavit must be completed and included with the bid.

- 9. Prevailing Wage & Labor Laws: This is a Prevailing Wage bid and must comply with the New Jersey Prevailing Wage Act. Contractor must provide certified payrolls.**
10. Bidder shall provide a copy of its Business Registration Certificate. Contractors performing public work must provide Public Works Contractor Registration Certificate.
11. **Disclosure of Ownership:** Bidders must submit the Disclosure of Ownership Form listing any stockholder/partner/member who owns 10% or more, as required by N.J.S.A. 52:25-24.2.
12. Default/remedies/termination language: NBPA may terminate for failure to perform; contractor remains liable for damages; NBPA may withhold payments, procure replacement services, and deduct costs; continuation beyond fiscal year contingent on availability of funds.
13. **Pay-to-Play (C.271):** See required Annual Disclosure under N.J.S.A. 19:44A-20.27 (ELEC). Contractors that make qualifying political contributions and that expect to receive \$50,000 or more in public contracts must file annual disclosures with the New Jersey Election Law Enforcement Commission. Failure to comply may result in penalties.

## BID PROPOSAL FORM

### POOL OF ON-CALL ELECTRICAL TWO (2) YEARS WITH ONE (1) YEAR OPTION TO EXTEND

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person / Phone / Email: \_\_\_\_\_

Position	Hourly Rate (Year 1&2)	Overtime Rate	Hourly Rate (Year 3)	Overtime Rate
	7:00 a.m. – 4:30 p.m., M–F)	(Year 1&2)	7:00 a.m. – 4:30 p.m., M–F)	(Year 3)
Licensed Electrician / Journeyman	\$_____	\$_____	\$_____	\$_____
Foreman	\$_____	\$_____	\$_____	\$_____
Apprentice / Laborer	\$_____	\$_____	\$_____	\$_____

Material upcharge: **Total material cost shall not exceed a 5% upcharge** over contractor's documented wholesale cost.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

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

Date: \_\_\_\_\_

### BID DOCUMENT CHECKLIST\*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	References	
<input checked="" type="checkbox"/>	Certificate of Insurance	
<input checked="" type="checkbox"/>	Disclosure of investment activities of Iran and Russia- Belarus	
	Bid Guarantee  (with Power of Attorney for full amount of <i>Bid</i> Bond)	
<input checked="" type="checkbox"/>	Public Works Contractor Certificate	
	Consent of Surety  (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input checked="" type="checkbox"/>	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	EEO/Affirmative Action Compliance Notice Checklist	

**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**

### **GOOD, 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.

## **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**)

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

**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):

**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.**

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

**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.**

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

## **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](http://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](http://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. 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](http://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/reg\\_a.pdf](http://www.nj.gov/treasury/revenue/pdforms/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](http://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).

# 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](http://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.)\*

CONTRACT AMENDMENTS AND EXTENSIONS	
<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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.)</i></p>
IF UNABLE TO CERTIFY	
<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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.)*

IF UNABLE TO CERTIFY	
<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

## 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.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	