



**Request for Proposal  
Space Assessment and Strategy at the Glassboro Campus  
for  
Rowan University  
RFP 22-06**

**Rowan University  
The Office of Contracting & Procurement**

201 Mullica Hill Road  
Glassboro, NJ 08028  
Laurel Hall North  
Phone: 856.256.4171  
Email: [bids@rowan.edu](mailto:bids@rowan.edu)

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### **Administrative Information**

#### **Rowan University Contacts:**

All questions must be submitted via email with the subject heading:

***RFP 22-06 Space Assessment and Strategy for the Glassboro Campus at Rowan University***

Inquiries will not be accepted by telephone. All questions submitted will be answered on [The Office of Contracting and Procurement Website](#) on the date indicated below. See Section XIV.B. for further details.

Questions or inquiries should be sent to [bids@rowan.edu](mailto:bids@rowan.edu).

Questions regarding opening any documents or accessing items on the website should be sent to:

**Alicia Gannon**  
**Office of Contracting and Procurement**  
E-mail: [gannon@rowan.edu](mailto:gannon@rowan.edu)

#### **Due Date:**

Proposals must be received no later than **October 4, 2021 @ 2:00pm to [bids@rowan.edu](mailto:bids@rowan.edu)**. Due to the current Covid-19 restrictions, proposals will only be accepted electronically.

**In order to be considered for the award, all electronic proposals must be received at the appropriate required time. Any proposal not received on time may be rejected.**

Refer to the Submissions Requirements section of this document for further details.

#### **Schedule of RFP Events:**

- Request for Proposals Issued
- Questions Due
- Answers Posted to Website
- Submissions Due
- September 15, 2021
- September 21, 2021
- September 27, 2021
- October 4, 2021 @2pm

**Required Procurement Documents & Bidder’s Checklist**

The documents as listed below are Procurement documents mandated by State regulation and University policy. All documents as listed must be included with your submission package in order for your proposal to be deemed responsible for this offering.

<b>Required Procurement Documentation &amp; Bidder’s Checklist</b>		
<b>Failure to include the below requested documentation will result in automatic rejection of bidder’s submission.</b>		
1	Proposal Page & Pricing Sheets	
2	Proof of Ability to Obtain Required Insurance	
3	Acknowledgement of Receipt of Addenda (if any issued)	
4	<a href="#">Ownership Disclosure</a>	
5	<a href="#">Disclosure of Investment Activities in Iran</a>	
6	<a href="#">Subcontractor Utilization Plan</a>	
<b>Failure to include the below requested documentation may result in rejection of bidder’s submission.</b>		
7	<a href="#">Ch51 Contractor Certification and Disclosure of Political Contributions Public Law 2005</a>	
8	<a href="#">Ch271 Vendor Certification &amp; Political Contribution Disclosure Form</a>	
9	<a href="#">EEO/AA Evidence Disclosure</a>	
10	<a href="#">Exhibit A Mandatory EEO Language for Goods, Professional Services &amp; General Service Projects</a>	
11	<a href="#">Exhibit B Mandatory Equal Opportunity Language</a>	
12	<a href="#">Macbride Principals Form</a>	
13	<a href="#">New Jersey Business Registration Certificate</a> <i>Vendors can check the status of their BRC <a href="#">here</a>.</i>	
14	<a href="#">New Jersey Policy Prohibiting Discrimination in the Workplace &amp; Model Procedures for Internal Complaints Alleging Discrimination in the Workplace and Acknowledgement of Receipt.</a>	
15	<a href="#">Non-Collusion Affidavit</a>	
16	<a href="#">Taxpayer Identification Request (W-9 Form)</a>	
<b>Provide the below forms if applicable to the project.</b>		
17	<a href="#">Construction Contracts Language</a>	
20	<a href="#">EO151 / Additional Mandatory Construction Language</a>	
22	<a href="#">Subcontractor Disclosure Form</a>	

Please direct any questions you may have on the above to the assigned buyer for this project.

Rowan University is soliciting proposals from qualified, firms to provide space assessment and strategy plans for the main campus in Glassboro, New Jersey.

**I. Background**

From its founding as Glassboro State College in 1923, with a mission to train teachers for South Jersey classrooms, Rowan University has grown to a comprehensive R2 public research university with a strong regional presence and reputation. Today, Rowan's over 19,000 students can select from a wide variety of bachelors, masters, and doctoral degree programs in colleges and schools across four campuses. The University is one of only 56 institutions in the country with accredited programs in business, education, engineering and medicine.

The University's Main Campus in Glassboro (**see Appendix I**) is now over 225 acres, bifurcated by Mullica Hill Road (Route 322) in Glassboro, New Jersey, with over 50 campus buildings connected by landscaped pathways in a park-like setting. The episodic growth of the Main Campus since its founding has resulted in buildings of various ages and styles, with open spaces of several scales and types. With the Main Campus expected to experience significant growth in the next five to ten years, and over \$250,000,000 in capital projects either planned or underway, the University leadership is seeking a Space Assessment and Strategy to help organize future growth, identify opportunities for additional program space, improve the efficiency of existing campus buildings, to support the student experience, enhance opportunities for faculty collaboration and promote a more robust sense of the campus identity.

**II. PROJECT INTENT AND SCOPE OF WORK**

The University is requesting proposals for a Space Assessment and Strategy for the Main Campus in Glassboro, as a first step in a comprehensive assessment of all of Rowan University's facilities and buildings. The objective of this project is to evaluate various buildings on the Main Campus for efficiency and to create a series of strategies for the allocation and/or reallocation of space. The specific buildings to be included in the Space Assessment & Strategy can be found in **Appendix II**.

**A. Space assessment scope of work**

The intent of the Space Assessment is to evaluate various buildings for space efficiency and provide a comprehensive look at the current state and future needs for these buildings. Issues of concern are the location, quantity and the quality of building spaces as related to Rowan staffing trends, the growth of student, faculty and staff on campus, and additional programmatic expansion ideas and projections. The University is interested to find out if spatial reorganization and selective renovation will result in improved efficiency and service delivery.

Rowan University will use the Space Assessment to evaluate the efficiency of existing spaces, layout, and building organization, review staffing and service delivery strategies, and improve productivity now and in the future. This work will start with a review of the staff and services carried out in each building, an assessment of the existing space use for these function, and an examination of the existing layout. Examination of lab and research space is to be emphasized. The consultant will undertake a current-state analysis through data-gathering from a wide variety of stakeholders in each building, including senior administrators and faculty, as well as selected building occupants, users, and (where appropriate) students.

Following the gathering and review of information regarding staffing and services, the consultants will interpret findings to make space assessments, identify trends and to recommend future changes, consolidation, and/or improvements to the existing layout, distribution, and use of space. The Space Assessment will analyze future growth of areas on campus and of campus-adjacent areas where Rowan has an official presence (i.e. Rowan Boulevard, High Street and Delsea Drive).

It is anticipated that the Space Assessment and Strategy will include multiple components, and the consultant should anticipate meeting with key stakeholders for each building as needed during the project:

1. **Confirmation of Existing Conditions and Analysis:** The initial programming meeting will confirm the existing layout and configuration of spaces. As part of this exercise, the consultant will be provided with floor plans of each building, supplemented by in-person site visits as necessary, to prepare an assessment of the existing spaces, their uses, and their sizes.
2. **Space Assessment:** The assessment will evaluate both the efficiency of the existing spaces and assess any unmet needs for space based on observation and/or the course scheduling information, strategies for maximizing the efficiency of under-utilized space, or for disposing or repurposing of underutilized or obsolete equipment are to be included in the assessment. These assessments and recommendations may entail several aspects, such as:
  - Evaluation of the efficiency and density of the existing spaces (administrative and academic compared to [Rowan University standards](#), external or other higher education standards, or trends in higher education
  - The quality and effectiveness of space, critical adjacencies and workflow across and within groups, and alignment with workplace trends;
  - Identification of any unmet needs for space, based on interviews, observation, and/or course scheduling;

#### **B. SPACE STRATEGY SCOPE OF WORK**

Using the information from the building Space Assessment, the consultant will prepare a series of strategies for space re-organization to accommodate identified programmatic needs, keeping in mind ideal adjacencies and adherence to University standards. The consultant team will provide:

- Recommendations for implementing better space utilization strategies related to teaching, faculty research, and administration functions including the development of new facilities, if needed.,
- Recommendations for strategic investments for the above.

#### **C. The University will provide the following information to the awarded vendor:**

- Schematic floorplans of the existing buildings in AutoCAD and pdf format.
- For classroom and academic spaces, course data for the appropriate semester(s) noting time of courses, class sizes, types of academic space (labs, traditional classrooms, lecture halls, or active learning classrooms), and durations of class meeting times.
- The University's projected enrollment data for each College and School across the campus.

- Access to the University's *FAMIS* database, which serves as the University's primary tool for space management. This database presents digital plans and a linked database that identifies multiple aspects of existing building spaces. Bidders will be given a preview of the system capabilities during the pre-bid meeting. More information on the capabilities of the database are available on the [FAMIS website](#).

**D. Background Materials:** The consultant team may wish to review the following campus plans at <http://www.rowan.edu/open/masterplan/>.

An additional document that will help guide the consultant team is the [2019 accreditation report](#) for Rowan University by the Middle States Commission on Higher Education. This 32-page document outlines an evaluation of Rowan University's compliance with accreditation standards, verification of student achievement, and a summary of the University's current strategic plan.

**E. Project Schedule and Suggested Meetings:** The University intends to execute a contract with the selected consultants by November 2021. The intent is to complete the Space Assessment and Strategy within six months of the awarded contract, and the University will rely on the proposed schedules included in the responses to this RFP to create a final schedule.

- To kick off the project, the consulting team will meet with University stakeholders and leadership to craft a consensus view for the purposes and goals of the project. These meetings will provide an opportunity to hear from and build consensus among senior University stakeholders, including (but not limited to), representative of the President, Provost, Deans, trustees, faculty, senior administrators, the Division of Facilities, Planning, and Operations team and students.
- Follow up communications and meeting with representatives of the University will occur at regular intervals during the project, some of which can be conducted through videoconferencing technology, with the approval of the University. The consultant team will provide meeting notes from all meetings.
- For the purposes of this RFP, the assumption is that the consulting team will provide an agreed upon meeting schedule, that will include kick off meetings and summary presentations

**F. Deliverables**

Deliverables will include the space assessment and strategy and summary presentations to University leadership and other stakeholders.

1. The Space Assessment and Strategy deliverables will include, but not be limited to, drawings and text, in hard and digital copies. Electronic versions of the deliverables are as follows:
  - An initial a project plan to identify the schedule, meetings, participants, and other deliverables;
  - A current state analysis of all buildings in **Appendix II** in terms of the density and efficiency of space use, the quality and effectiveness of space, critical adjacencies and workflow across and within work groups, the overall alignment with workplace trends, and the growth/change to space and headcount (if data are available) – by work group,

location, and overall total – represented in tables, building plans where appropriate, and narrative form;

- A future needs forecast and demand analysis capturing the relevant trends and recommendations, considering location, overall space quantities (sq footage), space proportion, and recommendations to any changes to the buildings (including an estimate of probable costs associated with physical changes); and
  - A final report compiling the above into a written and graphic report with an executive summary. The consultant team will prepare a presentation to key stakeholder on the findings.
2. Electronic versions of the deliverables are as follows:
    - Reports and recommendations: MS Word and .pdf
    - Presentations: Agendas in MS Word and .pdf, digital presentations
    - Schedules: MS Project and PDF
  3. Summary, final presentations of the space assessment and strategy will be made to University leadership in person on Rowan's campus or via teleconference.

### III. **PRICING**

- A. Cost proposal for the services described herein shall be based on a Lump Sum Fixed Fee plus reimbursable Expenses.

The fee proposal shall be itemized by the prime consultant and any sub-consultants for each part of the scope and each phase of the project, along with an upset limit for reimbursable costs and an itemized reimbursable cost schedule. The fee shall include all reimbursable costs such as, but not limited to, postage, reproduction, travel, consultants and sub-consultants and presentations. Bidders are to modify the proposal page to list their sub consultants and sub consultant fees, but not modify the format of the page.

- A. Pricing must be all-inclusive. All services and labor must be represented on the Proposal Form.
- B. No proposal may be withdrawn for ninety (90) days.
- C. Pursuant to award of this RFP, proposals shall include all labor, materials, equipment, supervision, coordination efforts, services, filing fees, security, insurance and all other associated or related items specified herein that are necessary to complete the work.
- D. Prices provided must remain in effect for the duration of this RFP.
- E. Use the format provided on the Proposal Page of this RFP.

### IV. **TERM OF CONTRACT**

- A. Contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning & Construction Department. The basis of the Contract will be the attached draft version of the AIA Document B101 (Appendix III). This draft document has been modified to be specific to Rowan University and will be finalized after the award of this project.
- B. The University reserves the right to terminate the awarded contractor's services for cause or convenience at any time during the term of the contract.
- C. In the event that the University terminates services, written notice will be provided thirty (30) days in advance of termination date.

**V. PROCEDURAL REQUIREMENTS AND AMENDMENTS**

- A. The awarded vendor will comply with all procedural instructions that may be issued from time to time by the Contracting Officer of the University or designee.
- B. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or respective designee.
- C. Vendors must supply Rowan University with any/all applicable warranty information, whether expressed or implied.
- D. Should the awarded vendor find at any time that existing conditions make modification in requirements desirable; it shall promptly report such matters to the Contracting Officer or designee of the University for consideration and decision.
- E. During the period of contract or any extension thereof, the University reserves the right to add or delete specific devices.
- F. Rowan University may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
- G. If any such changes causes a material increase or decrease in the vendor's cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.
- H. The awarded vendor's engagement partner and/or manager might be required to meet periodically with the Contracting officer or her representatives to discuss services.

**VI. VENDOR PERSONNEL**

- A. While on University property:
  - 1. All personnel shall observe all rules and regulations in effect at Rowan University and DMAHS governing safety and personal conduct.
  - 2. Vendor employees shall be subject to control of the University, but under no circumstances, shall such persons be deemed employees of the University.
- B. Vendor personnel shall not represent themselves or be considered as employees of Rowan University or DMAHS.
- C. **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
- D. The proposer shall be solely responsible for all damage or unauthorized destruction to any Rowan University and DMAHS buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- E. The Vendor shall remove from the Rowan University or DMAHS work place, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.
- F. At all times, vendor personnel shall be in professional attire with clear identification of the company's name, logo, and person's name.

## VII. **SUBMISSION REQUIREMENTS**

- A. In order to be considered, vendors must submit a complete response to this RFP.
- B. Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.
  - 1. Every effort should be made to avoid duplicating the information presented in the submission.
  - 2. Each team's RFP must include an index and be organized by discrete sections corresponding to the criteria and in the order as listed below.
  - 3. Submissions in any other format will be considered informal and may be rejected.
  - 4. Conditional submissions will be considered.
- C. **Submission Format**
  - 1. **Table of Contents**
  - 2. **Cover letter**
  - 3. Every effort should be made to avoid duplicating the information presented in the submission.
- 4. Each team's RFP must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below.
  - 5. Submissions in any other format will be considered informal and may be rejected.
  - 6. Conditional submissions will not be considered.
  - 7. **Organizational Information**
    - a. Describe the organization and overall structure of your organization and proposed team; including sub-consultants. Indicate the composition and number of staff, facilities available and experience of your firm/team, sub consultants etc.
  - 8. **Project Approach**
    - a. In no more than 200 words and diagrams, explain why your organization is uniquely qualified to provide professional services for Rowan University. Include any additional scope of services you could provide that, in your opinion, may benefit the overall management and success of the project. Also, feel free to provide any other information which you feel would be helpful in the selection of your firm on for this project.
  - 9. **Project and Relevant work experience**
    - a. Provide three (3) examples of related projects, preferably of similar scope and size that would best assist in assessing if your firm/team is the most suitable to provide services for this project.
  - 10. **Staffing and Fee Schedule**
    - a. Please complete the Staffing and Fee schedule form. Fees should include all costs, (overhead, profit, insurance, etc.)
    - b. The Grand total should include all reimbursable expenses and would make up the Lump Sum Fee identified on the proposal page of this RFP.
  - 11. **Attachments**
    - a. Resumes references, qualifications appropriate certification and licenses for all key team members
    - b. Provide hourly fees for the onsite project representative
    - c. Proof of all discipline required certifications and licensing.
  - 12. **Required Procurement Documents:** Proposals should include all information requested on the Required Procurement Documents page of this RFP.

### 13. Outline and Fee Staffing Requirements

- a. Lump Sum Fee proposal is an all-inclusive fee for this project which includes all Construction Management costs for having One (1) Project Representative on campus to manage the work outlined above from Monday May 10<sup>th</sup> 2021 to Friday January 14<sup>th</sup> 2022 for 40 hours per week. This fee will include any all costs related to the Construction Manager such as but not limited to Overhead/Profit, Reimbursable, Equipment, Travel, etc.
- b. If the Construction Manager decides to provide additional resources to the project such as a Safety Manager, Senior Leadership, etc it will do so as their cost. The University will not incur any costs besides the Lump Sum Fee outlined in this proposal.
- c. University is seeking an individual (PM, APM or Superintendent) to skillfully managed all outlined tasks as our site representative and must be technologically proficient to meet the demands of the project requirements regarding scheduling, submittals, financial and closeout
- d. CM must provide an appropriately skilled backup if the onsite representative needs to be off campus for any reason such as vacation, quarantining or any other reason. University will not accept a lesser skilled representative which will put more burden on the in house Project Management Staff. University reserves the right to seek compensation or damages if the Construction Manager fails in this regard.
- e. As noted the representative may be assigned other work to manage on campus within the 40 hours per week dependent of the time requirements for this contract. This will be determined in conjunction with the CM.
- f. CM's onsite field representative resume must be included with the proposal. University reserves the right to interview the proposed representative prior to making the final award and can disqualify the CM based on the outcome of the interview.
- g. The University uses Ebuilder Project Manager software and experience with this system is desirable
- h. The University will provide an onsite office, campus parking space and internet access for the CM's representative

### Submission Instructions

**NOTE: THE UNIVERSITY IS NOW ACCEPTING ELECTRONIC BID SUBMISSIONS. ELECTRONIC SUBMISSIONS WILL BE CONSIDERED AS ORIGINALS AND WILL BE UTILIZED AS THE OFFICIAL DOCUMENTATION FOR EVALUATION AND CONSIDERATION BY THE UNIVERSITY. EVERY REASONABLE EFFORT SHOULD BE MADE SO THEY ARE COHERENT AND EASILY VIEWABLE. ALL REQUIRED DOCUMENTS PERTAINING TO THIS OFFERING MUST BE INCLUDED IN THE ELECTRONIC SUBMISSION.**

**Instructions:** In order to be considered for the award, vendors must proceed with the following submission options:

Submit bid via email to [bids@rowan.edu](mailto:bids@rowan.edu)

- Enter the Bid Name and Company Name in the Subject Line.
- Submit bids no later than 2:00 p.m. on submission due date.
- DO NOT PROVIDE LINKS OR ANY EXTERNAL LOCATIONS FOR FILES TO BE DOWNLOADED OR RETRIEVED, THE UNIVERSITY WILL REJECT ANY SUBMISSIONS SENT IN THIS MANNER

Respondents are cautioned that reliance on the US Postal Service, other mail delivery, and/or courier service for timely delivery of submissions is at their own risk. Mailing submissions should allow for normal mail delivery time and internal circulation within the University to ensure the timely receipt of their submissions by the Purchasing Office. The University will not be responsible for submissions which do not meet the RFP deadline.

### Evaluation and Selection Criteria

- An initial screening of all submissions will be conducted to determine overall responsiveness. *Submissions determined to be incomplete or non-responsive may be disqualified.*
- Selection of the awarded vendor(s) shall be based solely on the Review Committee’s evaluation of the submissions and the criteria set forth above.
- Rowan reserves the right to interview the respondents.
- Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.
- Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- Submission of a Proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the University.
- By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

**Requests for Clarification by the University:** The University may request that any proponent clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within two (2) business days of receipt of any request for clarification by the University.

Scoring Category	Points
<b>Organizational Information and Design Team</b>	<b>0-20</b>
<b>Relevant Projects &amp; Experience</b>	<b>0-35</b>
<b>Work Plan, Strategy &amp; Approach</b>	<b>0-35</b>
<b>Staffing &amp; Fee Schedule</b>	<b>0-10</b>

**Note:**

- € If a vendor submits a proposal that does not provide detailed and coherent information regarding a specific scoring category, the vendor will be granted zero (0) total points for that category.

**Proposal Page**

The proposer states that he/she has carefully examined the specifications of having carefully examined the proposal documents and being familiar with the requirements therein, hereby submits their proposal to provide such services meeting the requirements outlined in this RFP.

<b>Name</b>	
<b>Title</b>	
<b>Vendor Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Signature</b>	
------------------	--

*Any and all changes made to this proposal page must be initialed and dated by the Proposer. No edit(s) will be accepted without Proposer's initials and date, next to any and all corrections.*

Provide the name and contact information of the individual within your firm that the University should contact regarding questions about your submission. The contact information should include the name of individual, telephone number, and e-mail address

<b>Point of Contact</b>	
<b>Phone</b>	
<b>Email</b>	

***Pricing Section***

<b>Fee Proposal</b>	
<b>Professional Services Fee</b> (includes all consultant and subconsultant fees; excludes reimbursables)	\$
<b>Reimbursable Expenses (Not-To-Exceed)</b>	\$
<b>Total Fee plus Reimbursable Expenses</b>	\$

<b>Fee Breakdown</b>	
<b>Primary Consultant fee</b>	\$
<b>Subconsultant #1 name &amp; fee</b>	\$
<b>Subconsultant #2 name &amp; fee</b>	\$
<b>Subconsultant #3 name &amp; fee</b>	\$
<b>Subconsultant #4 name &amp; fee</b>	\$
<b>Subconsultant #5 name &amp; fee</b>	\$
<b>Subconsultant #6 name &amp; fee</b>	\$
<b>Subconsultant #7 name &amp; fee</b>	\$

**Proposer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TERMS & CONDITIONS SPECIFIC TO ROWAN UNIVERSITY**

**I. REPRESENTATIONS AND WARRANTIES**

In submitting a bid for this offering, the vendor expressly warrants that:

- A. The vendor has legal capacity to execute and perform any Agreement arising from this bid.
- B. Any Agreement arising from the award of this bid is a valid and binding Agreement enforceable against the vendor according to its terms.
- C. The execution and performance of an agreement by the vendor does not, and will not, violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
- D. The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
- E. The vendor knows of no reason why the vendor is in any way, physically, legally, or otherwise, precluded from performing the obligations under an Agreement arising from this bid, in accordance with its terms, including without limitation those relating to health and safety.
- F. Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.
- G. The vendor warrants and represents that the furniture, when delivered, shall meet or exceed all applicable standards as mandated by State and Federal regulation.

**II. DEFAULT**

In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the vendor(s) responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other solution, which Rowan University may have.

**III. SALE OR BANKRUPTCY OF BUSINESS**

- A. If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser. In this event, the new owner(s) may, in Rowan University' discretion, be required to submit a performance bond in the amount of the value of services to be delivered pursuant to this Agreement.
- B. In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal Bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this Agreement forthwith.

**IV. INDEMNIFICATION**

The awarded vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.

- A. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.
- B. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

**V. INSURANCE**

- A. Vendor agrees to obtain and maintain, at its sole expense, the insurance coverage described below. All insurance must be placed with an insurance company licensed to conduct business in the State of New Jersey and maintaining an A.M Best Rating of "A" or better with a financial size rating of Class XI or larger. All insurance required herein shall be written on an Occurrence basis, unless otherwise noted, shall contain a waiver of subrogation in favor of Rowan University and the State of New Jersey, and will be in effect no later than 12:01 A.M. at the start of the day of the contract and must remain in effect for the duration of the contract, including any extensions.
- B. Vendor agrees that no insurance policy will be cancelled, reduced, or revised without thirty (30) days prior written notice to Rowan University. In addition, required insurance will be primary to any other insurance available and any limitations of Vendor's insurance will not relieve the Vendor of its indemnification responsibilities to Rowan University and the State of New Jersey per Section VIII. Indemnity.

**C. Insurance Required:**

- 1. Workers' Compensation Insurance with statutory limits applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the employee of Vendor who will be engaged in the performance of work under this contract.
- 2. Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence; one million dollars (\$1,000,000) disease, each employee; and one million dollars (\$1,000,000) disease, aggregate limit.
- 3. Commercial General Liability written on a current ISO Occurrence Form or equivalent. The General Liability policy will include, but not be limited to, coverage for bodily injury (including death) and property damage arising from premises and operations liability, products and completed operations liability, personal injury and advertising liability, sexual abuse and molestation, contractual liability, and fire legal liability. Vendor agrees to maintain the following general liability limits of coverage:

- per occurrence .....\$1,000,000
- products/completed operations aggregate.....\$3,000,000
- personal and advertising injury.....\$1,000,000
- general aggregate..... \$3,000,000

A "per location or Project endorsement" shall be included so that the general aggregate limit applies separately to the Rowan location or Project.

- 4. Comprehensive Automobile Liability written on an occurrence basis covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
- 5. Excess Liability, umbrella insurance, follow form, applying excess of the commercial general liability, commercial automobile liability and employer's liability insurance in minimum amounts of one million

dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) general aggregate, and one million dollars (\$1,000,000) products/completed operations.

6. Pollution Legal Liability insurance policy, if applicable to the services performed under this contract, in minimum amounts of two million dollars (\$2,000,000) per occurrence. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that occurred during, or as a result of, the provision of Vendor's services under this contract, but are not discovered until after completion of services under this contract.
  7. Professional (Errors & Omissions) Liability insurance, if applicable, in minimum amounts of two million dollars (\$2,000,000) per claim. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that result from the professional services provided during the term of this contract regardless of when a claim is made.
- B. The General Liability, Automobile Liability and Pollution Legal Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.
  - C. Vendor shall bear all costs of all policy deductibles.
  - D. Vendor may, if they so desire, include with their proposal the applicable certificates of insurance. This will expedite the contract award process for the awarded vendor.
  - E. Within ten (10) days after receipt of notice of intent to award contract, and if applicable, annually thereafter until contract termination, Vendor will furnish Rowan University with Certificates of Insurance evidencing all required insurance.
    1. Certificates must evidence the Additional Insured language.
    2. Certificates will be submitted to the Senior Director of Contracting and Procurement, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.
  - F. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The successful proposer agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident, injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this bid by the proposer, their employees or anyone acting on the proposer's behalf.
  - G. Rowan University, as a State funded University, will not indemnify vendors in any form.

## VI. ROWAN UNIVERSITY GENERAL

- A. Rowan University may need to issue one or more addenda related to this bid. Such addenda shall be added to the original bid document and posted at the Contracting and Procurement [website](#) : *It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with the website and visit it regularly during the bid process for updated information or addenda related to this bid.*
- B. Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Bidders shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

- C. If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture shall be submitted with the joint venture's submission.
- D. Any modifications to the bid document prior to award may invalidate entire submission.
- E. The awarded firm may not assign sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University.
- F. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.
- G. Rowan reserves the right to suspend or terminate the procurement process described in this bid at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- H. **Patents:** The Suppliers shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University's requirements.
- I. **Submission as Public Information and Property of Rowan**  
Submissions will be held confidential during the bid process until such time as the final contract is executed, upon such time the bid submittals may be subject to the Open Public Records Act for non-proprietary information. **It is the responsibility of the prospective vendor to indicate what submitted information is proprietary.**
- J. All submissions will become the property of Rowan.
- K. In submitting a bid, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
  - 1. In any advertising, publicity, promotion;
  - 2. To express or imply any endorsement of agency's services;
  - 3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.
- L. The preparation of a bid shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.
- M. Rowan University does not allow payment of attorney fees for litigation regardless of disposition of matter.
- N. By responding to this bid, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.
- O. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the bid or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.
- P. Rowan University will not accept jurisdiction in any State except New Jersey.
- Q. The vendor shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- R. Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.

- S. This bid is not binding on the University.
- T. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than ten (10) working days before the closing date for receipt of submissions.
- U. The bidder is required to carefully examine the work proposed, the specifications and any drawings for the work, and to compute the quantities of labor or material entering therein, and to determine for himself, the difficulties incidental to the prosecution of the work, and the presentation of a bid shall be considered as conclusive evidence of such examination
- V. Unless specifically noted within this bid, [Rowan's Standard Terms and Conditions](#) take precedence over any special terms and conditions contained in this bid.
- W. Bidders assume sole responsibility for the complete effort required in this bid. No special consideration shall be given after bids are opened because of a bidder's failure to be knowledgeable of all the requirements of this bid. By submitting a bid in response to this offering, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this bid.
- X. Rowan University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.
  - 1. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.
- Y. The Senior Director may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor's approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.
- Z. Rowan University reserves the right to cancel this contract with thirty (30) days written notice to the vendor(s) with or without cause.
- AA. No party, including any respondent to this bid, is granted any rights hereunder.
- BB. The bid submitted by the vendor shall be binding on the vendor.
- CC. Rowan University reserves the right to seek clarification and additional information at any point in connection with vendor information or other communication regarding this bid.

## VII. PRICE AND PAYMENT GENERAL

### A. PRICE FLUCTUATION DURING CONTRACT

Unless otherwise agreed to in writing by the University, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract. In the event of a manufacturer's or vendor's price decrease during the contract period, the University shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Senior Director of Contracting and Procurement must be notified, in writing, of any price reduction within five (5) days of the effective date. Failure to report price reductions may result in cancellation of contract for cause.

### B. AVAILABILITY OF FUNDS

The University's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the University or the State of New Jersey for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency and made available through receipt of revenue.

**TERMS & CONDITIONS: SPECIFIC TO NEW JERSEY STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL VENDORS**

Rowan University is an agency of the State of New Jersey thus requiring University compliance with all State regulations. The statutes, laws or codes cited herein are available for review at the New Jersey State Library, 185 West State Street, Trenton, New Jersey 08625.

Where conflict among the compliance requirements or with these specifications exists the most stringent requirements shall be utilized. The most recent edition of any relevant regulation, standard, document, or code shall be in effect.

It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.

**I. BUSINESS REGISTRATION**

Pursuant to N.J.S.A. 52:32-44, the University is prohibited from entering into a contract with an entity unless the bidder and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services. A subcontractor named in a bid or other proposal shall provide a copy of its business registration to the bidder who shall provide it to the University.

- A.** The contractor shall maintain and submit to the University a list of subcontractors and their addresses that may be updated from time to time with the prior written consent of the Director during the course of contract performance. The contractor shall submit to the University a complete and accurate list of all subcontractors used and their addresses before final payment is made under the contract.
- B.** Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.
- C.** The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the Use Tax due pursuant to the Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the University. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

**II. ANTI-DISCRIMINATION**

All parties to any contract with the University agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference. The agreement to abide by the provisions of N.J.S.A. 10:5-31 through 10:5-38 include those provisions indicated for Goods, Professional Service and General Service Contracts (Exhibit A, attached) and Constructions Contracts (Exhibit B and Executive Order 151, August 28, 2009, attached) as appropriate.

**A.** The vendor 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.

**III. PREVAILING WAGE ACT**

The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.25 et seq. is hereby made part of every contract entered into on behalf of the University, except those contracts which are not within the contemplation of the Act. The bidder's signature on this proposal is their guarantee that neither they nor any subcontractors they might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts; the bidder's signature on the proposal is also their guarantee that they and any subcontractors they might employ to perform the work covered by this proposal shall comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

**IV. AMERICANS WITH DISABILITIES ACT**

The vendor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101, et seq.

**V. MACBRIDE PRINCIPLES**

The vendor must certify pursuant to N.J.S.A. 52:34-12.2 that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

**VI. RIGHT TO AUDIT**

Pursuant to N.J.A.C. 17:44-2.2, Rowan University and the State, including the Office of the Comptroller, has the authority to audit or review contract records that are relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

**VII. MAINTENANCE OF RECORDS**

The vendor shall maintain records for products and/or services delivered against the contract for a period of five (5) years from the date of final payment unless otherwise specified in the bid. Such records shall be made available to the University and the State, including the Comptroller, for audit and review.

#### **VIII. PAY TO PLAY PROHIBITIONS**

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to:

- A.** Make or solicit a contribution in violation of the statute;
- B.** Knowingly conceal or misrepresent a contribution given or received;
- C.** Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- D.** Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor or Lieutenant Governor, or to any State or county party committee;
- E.** Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- F.** Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- G.** Engage in any exchange of contributions to circumvent the intent of the Legislation; or
- H.** Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

#### **IX. POLITICAL CONTRIBUTION DISCLOSURE**

The vendor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, §3 as amended) if in a calendar year the contractor receives one (1) or more contracts valued at \$50,000.00 or more. It is the vendor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling 1(888)313-3532 or online at <http://www.elec.state.nj.us/>.

#### **X. OWNERSHIP DISCLOSURE**

Pursuant to N.J.S.A. 52:24.2, in the event the vendor is a corporation, partnership or sole proprietorship, the vendor must disclose their ownership.

#### **XI. STANDARDS PROHIBITING CONFLICTS OF INTEREST**

The following prohibitions on vendor activities shall apply to all contracts or purchase agreements made with the University pursuant to Executive Order No. 189 (1988).

- A.** No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or

partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g;

- B. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the New Jersey Office of the Attorney General and the Executive Commission on Ethical Standards;
- C. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any University officer or employee, State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52:130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of a University officer or employee, State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest;
- D. No vendor shall influence, or attempt to influence or cause to be influenced, any University officer or employee, State officer or employee or special State officer or employee in his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee;
- E. No vendor shall cause or influence, or attempt to cause or influence, any University officer or employee, State officer or employee or special State officer or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the vendor or any other person; and
- F. The provisions cited above shall not be construed to prohibit a University officer or employee, State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c of Executive Order No. 189.

## **XII. TAX CHARGES**

Rowan University is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State's Federal Excise Tax Exemption number is 22-75-0050K.

## **XIII. NEW JERSEY PROMPT PAYMENT ACT**

The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within 60 days of receipt and acceptance of goods and services.

## **XIV. SET OFF AGAINST CONTRACT PAYMENT TAX**

- A. Whenever any taxpayer under contract to provide goods or services to the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, or under contract for construction projects of the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, is entitled to payment for the goods or services or on that construction project and at the same time the taxpayer is

indebted for any State tax, the Director of the Division of Taxation shall seek to set off so much of that payment as shall be necessary to satisfy the indebtedness. The director, in consultation with the Director of the Division of Budget and Accounting in the Department of the Treasury, shall establish procedures and methods to effect a set-off. The director shall give notice of the set-off to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S.54:49-18, but no request for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. No payment shall be made to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects pending resolution of the indebtedness. Interest that may be payable by the State pursuant to P.L.1987, c.184 (C.52:32-32 et seq.), to the taxpayer, the provider of goods and services or the contractor or subcontractor of construction projects shall be stayed.

- B. The Department of the Treasury shall notify each provider of goods or services and contractor or subcontractor of a construction project under contract with the State, its agencies or instrumentalities in an amount of \$500,000 or greater on the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) of the provisions of this section in writing within 30 days after its effective date. A contract entered into by the State, its agencies or instrumentalities with a provider of goods or services or a contractor or subcontractor of a construction project after the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) shall contain a notice of the provisions in this section.

#### **XV. CONTRACTS; WARRANTY; VIOLATION**

Every contract or agreement negotiated, awarded or made pursuant to this act shall contain a suitable warranty by the contractor 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 the contractor for the purpose of securing business, for the breach or violation of which warranty the State college shall have the right to annul such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

#### **XVI. ANTIDISCRIMINATION PROVISIONS**

Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such

materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

- C. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.
- E. No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

**XVII.** Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on a State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website). Accordingly, the OSC will post a copy of the Contract, including the winning Bidder's proposal and other related Contract documents for the above Contract on the GDRO Transparency website.

**XVIII. DIANE B. ALLEN EQUAL PAY ACT**

- A. Any employer, regardless of the location of the employer, who enters into a contract with a public body to provide qualifying services to the public body shall provide a report to the Commissioner of Labor and Workforce Development, in a form issued by regulation promulgated by the commissioner, of information regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. Data regarding compensation and hours worked by employees shall be reported in the form by pay bands to be established by regulation promulgated by the commissioner. The commissioner may establish a standard presumption for the number of hours worked by a fulltime employee or by a part-time employee for whom an employer does not track actual hours worked. An employer shall provide a report for each establishment of the employer.
- B. Any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the commissioner, through certified payroll records required pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.).
- C. The commissioner shall retain the information provided by the employer during any period of time that one or more contracts are in effect between the employer and any public body and not less than five years after the end of that period. The retained employment information shall be made available by

the commissioner to the Division on Civil Rights in the Department of Law and Public Safety, and, upon request, provided to anyone who is or was an employee of the employer during the period of any of the contracts between the employer and any public body, or any authorized representative of the employee.

**D.** For the purposes of the section:

1. "Public body" means the State or any agency or instrumentality of the State;
2. "Public work" means public work as defined in section 2 of P.L.1963, c.150 (C. 34:11-56.26) and which is subject to the provisions of P.L.1963, c.150 (C. 34:11-56.25 et seq.). Public work shall not include the provision of goods or products.
3. "Qualifying services" means the provision of any service to the State or to any other public body, except for public work as defined in section 2 of P.L.1963, c.150 (C. 34:11-56.26).
4. "Service" means any act performed in exchange for payment, including the provision of professional services, but shall not include the sale of goods or products.

**TERMS & CONDITIONS SPECIFIC TO NEW JERSEY STATE LAW REQUIRING MANDATORY COMPLIANCE BY CONTRACTORS UNDER CIRCUMSTANCES SET FORTH IN LAW OR BASED ON THE TYPE OF CONTRACT**

**I. COMPLIANCE CODES**

The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building code, OSHA and all applicable codes for this requirement. The contractor shall be responsible for securing and paying all necessary permits, where applicable.

**II. PUBLIC WORKS CONTRACTOR REGISTRATION ACT**

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development pursuant to N.J.S.A. 34:11-56.51. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

**III. BUILDING SERVICE**

Pursuant to N.J.S.A. 34:11-56.58 et seq., in any contract for building services, as defined in N.J.S.A. 34:11-56.59, the employees of the contractor or subcontractors shall be paid prevailing wage for building services rates, as defined in N.J.S.A. 34:11.56.59. The prevailing wage shall be adjusted annually during the term of the contract.

**IV. THE WORKER AND COMMUNITY RIGHT TO KNOW ACT**

The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the University must be labeled by the contractor in compliance with the provisions of the statute.

**V. SERVICE PERFORMANCE WITHIN U.S.**

Under N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Senior Director of Contracting and Procurement shall be performed within the United States, except when the Senior Director of Contracting and Procurement certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the New Jersey State Treasurer.

- A.** A shift to performance of services outside the United States during the term of the contract shall be deemed a breach of contract. If, during the term of the contract, the contractor or subcontractor, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract, which contract shall be subject to termination for cause pursuant to of the Terms and Conditions provided, unless previously approved by the Senior Director of Contracting and Procurement and the State Treasurer.

**TERMS & CONDITIONS SPECIFICALLY RELATED TO ALL CONTRACTS FUNDED, IN WHOLE OR IN PART, BY  
FEDERAL FUNDS**

The provisions set forth in the following section applies to all contracts funded, in whole or in part, by Federal funds as required by 2 CFR 200.317.

**I. PROCUREMENT OF RECOVERED MATERIALS**

To the extent that the scope of work or specifications in the contract requires the contractor to provide any of the following items, this section modifies the terms of the scope of work or specification.

Pursuant to 2 CFR 200.322, the vendor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$ 10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$ 10,000; procuring solid waste management

services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- A.** Designated items are those set forth in 40 CFR 247 subpart B, as may be amended from time to time, including:
1. Paper and paper products listed in 40 C.F.R. 247.10;
  2. Certain vehicular products as listed in 40 CFR 247.11;
  3. Certain construction products listed in 40 C.F.R. 247.12;
  4. Certain transportation products listed in 40 C.F.R. 247.13;
  5. Certain park and recreation products, 40 C.F.R. 247.14;
  6. Certain landscaping products listed in 40 C.F.R. 247.15;
  7. Certain non-paper office products listed in 40 C.F.R. 247.16; and
  8. Other miscellaneous products listed in 40 C.F.R. 247.17.
- B.** As defined in 40 CFR 247.3, “recovered material” means:
1. Waste materials and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process; and
  2. For purposes of purchasing paper and paper products, means waste material and byproducts that have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. In the case of paper and paper products, the term recovered materials includes:
    - a. Postconsumer materials such as –
      - Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; and
      - All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste, and
    - b. Manufacturing, forest residues, and other wastes such as --
      - Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel in smaller rolls of rough sheets) including: envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and
      - Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others;
      - Fibrous byproducts of harvesting, manufacturing, extractive, or wood-cutting processes, flax, straw, linters, bagasse, slash, and other forest residues;
      - Wastes generated by the conversion of goods made from fibrous material (that is, waste rope from cordage manufacture, textile mill waste, and cuttings); and
      - Fibers recovered from waste water which otherwise would enter the waste stream.
  3. For contracts in an amount greater than \$ 100,000, at the beginning of each contract year, contractor shall provide the State estimates of the total percentage of recovered material utilized in the

performance of its contract for each of the categories listed in the subsections above. For all contracts subject to this section, at the conclusion of each contract year, contractor shall certify to the State the minimum recovered material content actually utilized in the prior contract year.

## II. EQUAL EMPLOYMENT OPPORTUNITY

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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

- A. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - 1. 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 setting forth the provisions of this nondiscrimination clause.
- B. The contractor 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 race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- D. The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit

access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- G. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:
  - 1. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
  - 2. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
  - 3. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
  - 4. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

### **III. DAVIS-BACON ACT, 40 U.S.C. 3141-3148, AS AMENDED**

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

**IV. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

**V. CLEAN AIR ACT, 42 U.S.C. 7401-7671Q, AND THE FEDERAL WATER POLLUTION CONTROL ACT, 33 U.S.C. 1251-1387, AS AMENDED**

Contracts and subgrants of amounts in excess of \$ 150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**VI. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**VII. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. 1352**

Contractors that apply or bid for an award exceeding \$ 100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**APPRENTICE BID SPECIFICATIONS RIDER**

**AN ACT** concerning public works contractors and amending P.L.1999, c.238.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

5. Section 3 of P.L.1999, c.238 (C.34:11-56.50) is amended to read as follows:

**C.34:11-56.50 Definitions relative to public works contractors. As used in this act:**

- a. "Commissioner" means the Commissioner of Labor and Workforce Development or his duly authorized representatives.
- b. "Contractor" means a person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract which is subject to the provisions of the "New Jersey Prevailing Wage Act," P.L.1963, c.150 (C.34:11-56.25 et seq.), and includes any subcontractor or lower tier subcontractor of a contractor as defined herein.
- c. "Department" means the Department of Labor and Workforce Development.
- d. "Director" means the Director of the Division of Wage and Hour Compliance in the Department of Labor and Workforce Development.
- e. "Worker" includes laborer, mechanic, skilled or semi-skilled laborer and apprentices or helpers employed by any contractor or subcontractor and engaged in the performance of services directly

upon a public work, who have completed or are actively participating in a registered apprenticeship program, regardless of whether their work becomes a component part thereof, but does not include material suppliers or their employees who do not perform services at the job site.

- f. "Registered apprenticeship program" means an apprenticeship program which is registered with and approved by the United States Department of Labor and which provides each trainee with combined classroom and on-the-job training in an occupation recognized as an apprenticeable trade and meets the program standards of enrollment and graduation under 29 C.F.R. s.29.6.

6. Section 5 of P.L.1999, c.238 (C.34:11-56.52) is amended to read as follows:

**C.34:11-56.52 Contractor to register in writing; form; requisites.** A contractor shall register in writing with the department on a form provided by the commissioner. The form shall require the following information:

- a. The name, principal business address and telephone number of the contractor;
- b. Whether the contractor is a corporation, partnership, sole proprietorship, or other form of business entity;
- c. If the contractor's principal business address is not within the State, the name and address of the contractor's custodian of records and agent for service of process in this State;
- d. The name and address of each person with a financial interest in the contractor and the percentage interest, except that if the contractor is a publicly-traded corporation, the contractor shall supply the names and addresses of the corporation's officers;
- e. The contractor's tax identification number and unemployment insurance registration number;
- f. A certification form provided by the commissioner, with documentation satisfactory to the commissioner, that the contractor has all valid and effective licenses, registrations or certificates required by State law, including registrations or certifications required to do business in the State of New Jersey, and the contractor, if directly employing craftworkers, participates in a registered apprenticeship program as defined in section 3 of P.L.1999, c.238 (C.34:11-56.50) for each craft they employ; and
- g. Any other relevant and appropriate information as determined by the commissioner.

*At the time of registration, and subsequently upon request, the contractor shall submit to the commissioner documentation demonstrating that the contractor has worker's compensation insurance coverage for all workers as required by law.*

*This act shall take effect on the 90th day next following the date of enactment. Approved January 31, 2019.*

### 3. Prevailing Wage

The New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) requires that the Department of Labor and Workforce Development establish and enforce a prevailing wage level for workers engaged in public works in order to safeguard their efficiency and general well-being and to protect them as well as their employers from the effects of serious and unfair competition. Prevailing wage rates are wage and fringe

benefit rates based on the collective bargaining agreements established for a particular craft or trade in the locality in which the public work is performed. In New Jersey, these rates vary by county and by the type of work performed. Applicable prevailing wage rates are those wages and fringe benefits in effect on the date the contract is awarded. All pre-determined rate increases listed at the time the contract is awarded must also be paid, beginning on the dates specified. Rates that have expired will remain in effect until new rates are posted. Prevailing Wage Rate The prevailing wage rate for each craft will list the effective date of the rate and the following information: W = Wage Rate per Hour B = Fringe Benefit Rate per Hour\* T = Total Rate per Hour \* Fringe benefits are an integral part of the prevailing wage rate. Employers not providing such benefits must pay the fringe benefit amount directly to the employee each payday. Employers providing benefits worth less than the fringe benefit amount must pay the balance directly to the employee each payday. Unless otherwise stated in the Prevailing Wage Rate Determination, the fringe benefit rate for overtime hours remains at the straight time rate. When the Overtime Notes in the Prevailing Wage Rate Determination state that the overtime rates are "inclusive of benefits," the benefit rate is increased by the same factor as the wage rate (i.e. multiplied by 1.5 for time and one-half, multiplied by 2 for double time, etc.). Apprentice Rate Schedule An "apprentice" is an individual who is registered with the United States Department of Labor - Office of Apprenticeship and enrolled in a certified apprenticeship program during the period in which they are working on the public works project. The apprentice wage rate is a percentage of the journeyman wage rate, unless otherwise indicated. The apprentice benefit rate is the full journeyman benefit rate, unless otherwise indicated. If there is no apprentice rate schedule listed, the individual must be paid at least the journeyman rate even if that individual is in a certified apprentice program for that trade. If there is no ratio of apprentices to journeymen listed for a particular craft, then the ratio shall be one (1) apprentice to every four (4) journeymen. STATE OF NEW JERSEY Department of Labor and Workforce Development Division of Wage and Hour Compliance - Public Contracts Section PO Box 389 Trenton, NJ 08625-0389 PREVAILING WAGE RATE DETERMINATION 7/28/2020 Page 1 of 66 Comments/Notes For each craft listed there will be comments/notes that cover the definition of the regular workday, shift differentials, overtime, recognized holidays, and any other relevant information. Public Works Contractor Registration The Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48, et seq.) requires that all contractors, subcontractors, or lower tier subcontractors who are working on or who bid on public works projects register with the Department of Labor and Workforce Development. Applications are available at [www.nj.gov/labor](http://www.nj.gov/labor) (click on Wage & Hour and then go to Registration & Permits). Pursuant to N.J.S.A. 34:11-56.51: No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963, c. 150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C.34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act. Snow Plowing Snow plowing contracts are not subject to the New Jersey Prevailing Wage Act or the Public Works Contractor

Amendment

Acknowledgement of amendment \_\_\_\_\_ date: \_\_\_\_\_