

**RFP 25-17**  
**OWNER'S**  
**REPRESENTATIVE**  
**SERVICES FOR CHSS**  
**BUILDING**

**REQUEST FOR PROPOSALS (RFP)**

Rowan University  
The Office of Contracting & Procurement

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Glassboro, NJ 08028  
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Email: [bids@rowan.edu](mailto:bids@rowan.edu)

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**Administrative Information and Schedule of Events**

**Questions:**

All questions must be submitted via email to [bids@rowan.edu](mailto:bids@rowan.edu) with the name and number of the bid in the subject line.

Questions 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.

**Point of Contact:**

Stacie Mori  
Office of Contracting & Procurement  
E-mail: [mori@rowan.edu](mailto:mori@rowan.edu)

**Due Date:**

Proposals must be received no later than the submission due date and time listed in the **Schedule of Events** below through the *Bid Submission Portal*. **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.

<b>Schedule of Events</b>		
<b>Event</b>	<b>Date</b>	<b>Time</b>
Bid Issued	12/17/24	
Site Visit	n/a	
Questions Due	12/23/24	
Answers Posted to Website	01/7/25	
Submissions Due	01/15/25	<b>2:00pm</b>

*Dates are subject to change. All changes will be reflected in Addenda issued.*

**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.

**All forms can be found [here](#) and should be submitted with your final bid package. Please download and execute accordingly.**

Failure to include the below requested documentation with the Proposal shall result in automatic rejection of Proposer's submission.			
			Rowan University Comments
1	Acknowledgement of Receipt of Addenda	If any issued, may not be applicable.	
2	Certification of Non-Involvement: Russia or Belarus Prohibition		
3	Disclosure of Investment Activities in Iran		
4	Ownership Disclosure	Must be fully executed <i>and</i> notarized.	
5	Subcontractor Utilization Plan	If no subs, please add "n/a" and sign.	
Failure to include the below requested documentation with the proposal may result in rejection of Proposer's submission.			
6	Certification of Services to be Performed in the United States		
7	Ch51 Contractor Certification/Disclosure of Political Contribution		
8	Ch271 Vendor Certification & Political Contribution Disclosure		
9	Confidentiality & Commitment to Defend		
10	Disclosure of Investigations & Other Actions Involving the Vendor		
11	<a href="#">Exhibit A: Mandatory EEO Language for Goods, Professional Services, &amp; General Service Projects</a> • Complete Form AA-302		
12	MacBride Principals Form		
13	Modifications Acknowledgement		
14	<a href="#">New Jersey Business Registration Certificate</a>	Check the status of BRC <a href="#">here</a> .	
15	Non-Collusion Affidavit	Must be fully executed <i>and</i> notarized.	
16	Proof of Ability to Obtain Required Insurance		
17	Taxpayer Identification Request (W-9)		
If applicable to the project, Prevailing Wage			
18	<a href="#">Public Works Contractor Registration Certificate</a>	Must be certified at date of submission.	

\* Submission requirements for redactions can be found [here](#).

## **INTRODUCTION**

The College of Humanities & Social Sciences (CHSS) at Rowan University is currently located in multiple buildings throughout the campus. Rowan University is planning to build a new Humanities and Social Sciences building that embraces a technology-first approach to design and purpose, driving experiential learning for 21st-century students and the workforce. This transformative building will pursue a data-driven approach, integrating and harnessing all building-generated data to drive desired outcomes, improve experiences, and ensure flexibility in space utilization. Designed to support the evolving needs of both students and faculty, the building will foster an innovative and dynamic environment, prioritizing flexibility, technology integration and shared spaces. In addition to centralizing CHSS, the building will also house Information Resources & Technology leadership and staff, creating a hub that promotes interdisciplinary collaboration, enhances the integration of technology across academic and administrative functions, and positions the concept to begin setting a standard for technology and innovation integration within buildings across the entire campus.

This Request for Proposal will highlight requirements for design and delivery for the proposed project. Rowan University invites proposals from qualified professionals to provide feasibility through project close-out services for the new project as defined below.

It is important to note that this project will have an aggressive timeline. The University anticipates awarding this contract 01/28/2025 with completion of a Schematic Design Package delivered on 03/35/2025 and Substantial Completion date for the overall project on 05/04/2027. The University will use a CM at Risk delivery method which anticipates the need for multiple, early procurement packages. Only firms that have the ability to move quickly and expediently with a great understating of advanced technical systems shall submit a proposal for this project.

## **PROJECT DESCRIPTION**

The University is proposing the new CHSS Building be located in the heart of the Glassboro campus with visibility from Mullica Hill Road (Route 322) and adjacent to Memorial Hall and in front of Oak and Laurel Halls. See map below.



PROPOSED SITE

- A.** The project will aim to reduce dedicated space usage while providing flexible educational space and maintaining a focus on sustainability. The building must meet budgetary constraints while balancing innovation and practical consideration to construction type for an occupancy date of 06/08/2027. The University intends to construct a technology-first building by partnering with a company such as Cisco Systems and its ecosystem partners to incorporate smart building technologies, and develop technologically enhanced, data driven solutions for the building. It is the expectation of the University that the awarded architect will collaborate with the Rowan Design team, including Cisco Systems and Siemens Industry Inc. or a similar company, to make this project a success. This building will position the University to begin setting a standard for how the University integrates technology and innovation across the entire campus, and the proposed design should be replicable to scale across future buildings.

The University would like the new CHSS Building to fulfill the following requirements:

**1. Foster an innovative and dynamic environment:**

- a.** A non-traditional design in terms of conventional academic structures. The University would like an open, adaptable environment that encourages creativity, collaboration and interaction across disciplines.
- b.** A key feature of the building will be a variety of technology enabled, non-traditional workspaces: touch-down spaces, huddle rooms, pods, and

collaborative zones that will be available for reservation via an electronic system. This will enable faculty, staff, and students to work, learn, teach and interact in flexible and dynamic ways. It is expected that these new technologies will extend existing Information Technology Standards.

- c. The safety and well-being of all users will be a priority in the building's design, ensuring that spaces are secure, accessible, and conducive to a positive academic experience.

**2. Prioritizing flexibility:**

- a. The central concept of the building is the creation of shared spaces that can be easily reconfigured to meet the needs of various groups and activities. The building's layout will foster a sense of community and collaboration among students, faculty, and staff.
- b. Classrooms will be designed to support hybrid and interactive learning experiences, integrating the latest pedagogical tools and flexible layouts to facilitate diverse teaching styles and student engagement.

**3. Technology integration and shared spaces:**

- a. Leading-edge technology will be seamlessly embedded throughout the building, with flexible infrastructure that allows for future updates and evolving tech needs. Common areas, hallways, and connective spaces will be designed to facilitate easy adaptation to new technologies.
- b. Dedicated office suites for the Dean of CHSS and the Senior Vice President of Information, Resources & Technology (IRT) , who will be provided their respective space for administrative and support functions. Technologically enhanced flexible spaces will be included to address the need for meetings and collaboration. Additionally, if available, space for select IRT teams in alignment with the programming vision of the building.

**B. Programming:**

The University anticipates an approximate 45,000 GSF building with a focused program listed below, in order of importance:

1. Academic Building
2. Dean's and Senior Vice President's Suites
3. Office Space
4. Dynamic Classrooms
5. Dynamic Work Areas
6. Physical Safety

**C. General Requirements of the project:**

1. Review the draft copy of the contract Modified AIA Agreement Between Owner and Consultant for conformance prior to bid submission. Any proposed modifications to the contract shall be submitted with the proposal.

**II. SCOPE OF WORK**

The selected firm will provide comprehensive project management services from project initiation through the Schematic Design Package delivery. **The University may elect to extend the contract**

**as deemed necessary to contract through documentation, construction administration and project close-out and move-in.** Key responsibilities include:

**A. Project Management & Owner Representation**

1. Serve as the primary point of contact between the institution and all contractors, architects, engineers, and consultants.
2. Ensure the project adheres to the approved schedule and budget.
3. Facilitate communication between stakeholders (e.g., administration, faculty, staff, external consultants).
4. Provide financial management oversight, including estimates, budget tracking, invoice approvals, and change order management.
5. Provide schedule management and oversight
6. Lead regular project meetings, providing updates on progress, risks, and issues.
7. Review and ensure compliance with all institutional and regulatory requirements, including zoning, environmental, safety, and ADA standards.

**B. Program Refinement During Early Design**

The selected firm will be responsible for leading the program refinement process during the early design phase. This process will ensure that the project's design aligns with the institution's goals, academic needs, operational requirements, and budget constraints. The firm will work closely with institutional stakeholders, architects, and other consultants to refine the program before moving into detailed design and construction.

1. **Initial Program Validation:** Review the proposed program or concept and validate that it reflects the institution's goals, needs, and priorities. This includes meeting with key stakeholders such as administrators, faculty, staff, and user groups to confirm space usage, technical requirements, and project objectives.
2. **Space Programming and Allocation:** Ensure that space requirements (square footage, functional adjacencies, and user needs) are accurately reflected in the initial program. Collaborate with architects and planners to balance functionality, efficiency, and flexibility in the design.
3. **Feasibility and Cost Alignment:** Conduct a feasibility analysis to ensure that the proposed design program aligns with the project's budget. Provide input on potential cost-saving measures, including design adjustments and value engineering, to maintain program integrity while managing financial constraints.
4. **Stakeholder Workshops:** Facilitate workshops with institutional stakeholders to gather input, discuss priorities, and finalize decisions on critical programmatic elements, including:
  - a. Academic and administrative space needs.
  - b. Research or laboratory requirements (if applicable).
  - c. Classroom, student services, and support space.
  - d. Infrastructure needs (e.g., HVAC, IT systems, building security).
5. **Coordination with Design Team:** Work closely with the design team during the schematic design phase to ensure that the refined program is translated accurately into design



drawings and documents. Ensure that all key program elements are incorporated into the early design concepts.

6. **Documentation and Approval:** Produce clear and detailed documentation outlining the refined program, key decisions, and any adjustments made. Facilitate a formal review and approval process with the institution's leadership before proceeding to the design development phase.
7. **Deliverables for Program Refinement:**
  - a. **Program Validation Report:** In collaboration with architect and programmer, develop comprehensive report summarizing the outcomes of the initial program review, including feedback from stakeholders, proposed changes, and recommendations.
  - b. **Refined Space Program:** A finalized space allocation plan, ensuring that all required spaces are accurately accounted for, along with clear justifications for any changes.
  - c. **Cost-Budget Alignment:** Documentation demonstrating how the refined program aligns with the project's budget, along with any cost-management strategies.
  - d. **Executive Package:** A formal package of program refinements for review and approval by the institution's leadership before advancing to the next project phase.

### C. Schematic Design

1. Create a project organizational chart, directories, lines of communication, lines of authority, development task forces, focus groups and teams as may be required to effectively and timely anticipate, identify and resolve issues and make informed decisions. Establish regular reporting schedules, agendas and updates.
2. Develop preliminary budget and schedule based upon concept sketches, user input, mechanical and electrical needs, and strategic direction.
3. Assist the Owner in the selection of the project team by making recommendations, assessing qualifications and experience, Project Manager shall prepare Requests for Proposals (RFP's) and administer the RFP process by soliciting and evaluating proposals, make recommendations for award, and negotiate contracts as may be required by the Owner.
4. Assist the Owner and legal counsel in preparing filings and obtaining regulatory approvals from all municipal, state and federal authorities having jurisdiction over the Project.
5. Develop and implement a protocol to coordinate Owner's Project Management System (i.e, Procore, eBuilder, Lawson, etc.). Communicate expectations of Owner's PMS to Project Delivery Team
6. Deliverables for Schematic Design
  - A. Oversee and participate in the design process, from programming through schematic design, to ensure the Owner's functional and strategic needs are satisfied within the established budget and schedule.
  - B. Oversee selection and engagement by Owner of specialty consultants including the areas of sustainable design, information technology, equipment planning, food services, materials management/supply chain, move management, etc. as deemed necessary to complement the Project team.

- C. Oversee and participate in the value engineering process to maximize the value of the Project budget resulting in the greatest return on investment, not just cost reduction.
- D. Assist Owner and its legal counsel in negotiating the construction contract with the Construction Manager. Update project budgets, cash flows and schedules as required. Review all Project related invoices and make recommendations to Owner regarding payment.

**D. Design Development/ Construction Documentation**

- 1. Collaborate with the design team to review and approve architectural and engineering designs.
- 2. Ensure the designs meet institutional goals, program needs, and compliance with local, NJ and federal codes.
- 3. Oversee all **construction activities**, ensuring adherence to the approved design, specifications, and contractual obligations.
- 4. Coordinate and monitor **quality assurance/quality control (QA/QC)** processes throughout the construction.
- 5. Manage the **inspection and testing** phases, including punch lists, substantial completion inspections, and final close-out.

**E. Construction Administration**

- 1. Review/recommend for approval Construction Manager's monthly Applications for Payment. Coordinate the review process with the Owner's internal audit, Architect's Certification for Payment and receipt of partial lien waivers for each contractor.
- 2. Coordinate with Project team, Equipment Planner and Furniture dealer to ensure timely planning, procurement and installation of all furniture, fixtures and equipment.
- 3. Schedule with the Architect and Construction Manager to make periodic visits and observations of the construction site and perform such other services required to become familiar with the general progress, quality and conformance of the work. Oversee the issuance of and actions required in connection with the Architect's field reports.
- 4. Maintain the construction management software system to manage the budget, track expenditures, forecast costs, manage allowances, holds and contingencies and alternates, and forecast final costs as compared to the budget.
- 5. Develop and implement a system for the review and processing of change orders. Project Manager will verify if a change order is warranted, evaluate, validate the supporting documents, and make a recommendation to the Owner. Check estimates will be performed when warranted.
- 6. Review the construction manager's Certificates for Payment in detail, prior to approval by the architect and Owner, to negate any possibility of overpayment. Project Manager will also monitor general conditions and other reimbursable items so that Owner pays only for those services called for by the contract.
- 7. Review, negotiate and make recommendations to Owner regarding all claims for additional services, work and/or extension of time in connection with the Project.
- 8. Work with Construction Manager, Architect, Owner and Commissioning Agent in commissioning the building and its component systems.

9. Work with Architect and Construction Manager to plan, coordinate, schedule and implement the punchlist process and evaluate/update value of outstanding punchlist work.

#### **F. Closeout**

1. Coordinate move-in schedule and logistics with Owner and its Move Management consultant as well as equipment and furniture vendors/contractors.
2. Assist Owner and coordinate Project Team activities in preparation for AHJ's pre-occupancy inspection(s) required for occupancy and commencement of operations.
3. Work with Construction Manager and Architect. Authorities having Jurisdiction (AHJs) to plan, coordinate, schedule and obtain.
4. Coordinate with Owner and Construction Manager to plan and schedule systems training for Owner to assume operation of the building's physical plant. Oversee the submission of all warranties, guaranties, operations manuals, as-builts and other required close-out documentation.
5. Assist Owner in the in the close-out of all contracts and the reconciliation of actual costs as compared to the budget. Monitor final payments and the associated general releases and final waivers of lien.
6. Assist Owner in connection with Owner's auditors regarding the close-out audit of the project, as required, giving due attention to chain of custody issues.
7. Assist Owner as required regarding resolution of day-two issues and other related issues during the closeout phase.

#### **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 each sub-consultant 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.
- B. Pricing must be all-inclusive. All services and labor must be represented on the Proposal Form.
- C. No proposal may be withdrawn for ninety (90) days.
- D. 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.
- E. Prices provided must remain in effect for the duration of this RFP.
- F. Use the format provided on the Proposal Page of this RFP.
- G. Base bid must 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.
- H. All costs associated with the successful competition of this project, must be included in the base bid on the proposal page.
- I. Proposals shall include labor and price plus costs as indicated on the proposal page.
- J. Payments for labor and services, under this contract, shall be made on an hourly flat rate basis, and limited to the work actually performed on any job/project. Costs included in flat hourly

rate: Benefits, normal travel time, insurance, taxes, vehicles (company and/or employee), and other overhead, profit, and other miscellaneous cost.

**IV. TERM OF CONTRACT**

- A. Contract period 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.
- B. In the event that the University terminates services, written notice will be provided fourteen (14) 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. BIDDER PERSONNEL**

- A. **SUBCONTRACTORS:** Rowan University desires to contract with a general contractor under a single prime contract agreement. Rowan University will not contract with subcontractors directly.
  - 1. While on University property:
  - 2. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
- B. Vendor personnel shall not represent themselves or be considered as employees of Rowan University.
- 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, including but not limited to refusal to comply with campus policies and/or damage or harm to individuals or property. Such determinations on risk to the community shall be in Rowan's sole and absolute discretion in accordance with all applicable laws. A contractor's failure to comply with this requirement may result in immediate termination of any award or contract. Failure to comply with this requirement may result in immediate termination of any award or contract.

- D. The bidder shall be solely responsible for all damage or unauthorized destruction to any Rowan University and 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 Rowan University, 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. PUBLIC SOLICITATION 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 Office of 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 from 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 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 shall 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 after contract execution for any task or subtask called for under this contract in accordance with applicable law. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.
- Y. 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. 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) calendar 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.

#### **VIII. SUBMISSION REQUIREMENTS**

- A. Bid submissions should include all information noted in the sections above and on the **Required Procurement Documents** page of this document as well as the following information.
- B. Bids submitted in any other format other than as listed below will be considered informal and may be rejected.
- C. The Bid submission should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort should be made to avoid duplicating the information presented in the Bid submission. Each Bid submission should include a table of contents and be organized by sections corresponding to the items and in the same order as listed below, provided however, failure to include a table of contents will not result in automatic disqualification.
  - a. **Cover Letter:** Bid submissions may be accompanied by a cover letter not to exceed two (2) pages signed by a principal of the firm. Failure to include a cover letter will not result in a disqualification of the bid.
  - b. **Organizational Information**
    - 1. Brief company overview, including history, size, and location.
    - 2. Provide an overview of team organization structure for this project
    - 3. Provide resumes and qualifications for the key team members who will manage the project.
    - 4. Contact information for key personnel.
  - c. **Scope of Work**
    - 1. Describe your **approach to project management** for this specific project.
    - 2. Outline how you will ensure adherence to the **timeline, budget, and quality standards**.
    - 3. Explain your **communication strategy** for engaging stakeholders, including reporting, meetings, and issue resolution.
  - d. **Relevant Projects Experience**
    - 1. Relevant experience in managing large scale capital projects in New Jersey.
    - 2. Highlight relevant experience in higher education projects.
    - 3. Project Examples where academics and technology are at the forefront of design
  - e. **Cost Proposal:** Include a detailed cost proposal that outlines your fees for project management, owner representation, and construction oversight. See pricing sheet.

- f. Required Procurement Documents & Bidder's Checklist:** All documents requested (**Page 3**), should be submitted in the listed order.
- D.** Bid submissions shall not contain URLs (Uniform Resource Locators) or web addresses. The internet contains dynamically changing content, inclusion of a URL or web address in a bid submission is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web page changes.
- E.** Conditional bids will not be considered.
- F. Post Award:** Following the notification of award, vendor(s) may receive a contract along with a request to review terms, deliverables, costs, and the University's expectations in general. You will be able to address any post award questions or concerns at this time. *If you do not receive a contract within seven days of award, please contact [contracts@rowan.edu](mailto:contracts@rowan.edu).*



### **Proposal Submission & Instructions**

Rowan University accepts electronic proposal submissions only. Electronic submissions are treated as original documents and will be considered the official documentation for evaluation and consideration by the University.

**ALL REQUIRED DOCUMENTS PERTAINING TO THIS OFFERING MUST BE INCLUDED IN THE ELECTRONIC SUBMISSION**

[BID SUBMISSION PORTAL](#)

*(Ctrl + Click to follow link)*

#### **Instructions:**

1. Select Proposal Submission Portal link above.
2. You will be routed to the Proposal Submission Portal.
3. You will be asked to provide the following:
  - a. Proposal Number
  - b. Project Name
  - c. Company Name
  - d. Point of Contact
  - e. Point of Contact Email\* *Email address should match Vendor Point of Contact listed on Proposal Page.*
  - f. Submission Documents

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

### **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, in accordance with applicable law.*
- 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.

The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal/proposals best meet the University's needs. The contract award will be based on a points-earned matrix derived from a service and financial evaluation.

### **Professional Qualifications**

1. The firm shall have completed (3) recent examples of projects where academics and technology are at the forefront of design, incorporating data informed design by leveraging a full suite of low voltage components, not limited to lights, shades, mechanical, ect. These projects must be built and successfully proven.
2. The firm must be ready to meet the demands of an aggressive project schedule with the ability to move quickly and expeditiously.
3. The firm shall be prepared to prepare multiple design packages for bid.
4. The firm shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of their work. Exceptions are services outside their normal expertise, eg: structural engineering. All subcontractors must be approved prior to the start of work by the Vice President of Facilities or designee.

**Firms will be awarded points in the following categories:**

<b>Scoring Criteria</b>	<b>Weight</b>
<b>Organizational Information</b>	<b>0-15</b>
<b>Scope of Work</b>	<b>0-30</b>
<b>Relevant Project Experience</b>	<b>0-30</b>
<b>Fee</b>	<b>0-25</b>
<b>Total Points</b>	<b>100</b>



**Pricing & 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 all corrections.*



**Pricing Section**

	<b>Cost</b>
<b>Programming</b>	\$
<b>Schematic Design</b>	\$
<b>Design Development</b>	\$
<b>Construction Documentation</b>	\$
<b>Close Out</b>	\$
<b>Reimbursable Expenses Not to Exceed</b>	\$
<b>Total</b>	\$

**Additional Services and Fees if Applicable**

Hourly rates must be provided by each contractor for any equipment that may be utilized during the course of work. Vendors must utilize this Proposal Page, listing which trade is being represented. This page shall be used as many times as necessary by the proposing contractor to represent all applicable trades being applied for. If an individual trade requires more than one table to list all equipment, then submitting multiple tables on the same trade is acceptable.

*Note: Hourly rates will not apply to items such as small hand tools, personal protection equipment, consumables, etc.*

<b>Additional Services</b>	<b>Hourly Rate</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

<b>Name of Company</b>			
<b>Signature</b>		<b>Date</b>	

**Modifications**

Modification of Agreement terms and conditions is permitted except that the University, due to its public nature, will not:

- A.** Provide any defense, hold harmless or indemnity.
- B.** Waive any statutory or constitutional immunity.
- C.** Apply the law of a state other than New Jersey.
- D.** Procure types or amounts of insurance beyond those Rowan University already maintains or waive any rights of subrogation.
- E.** Add any entity as an additional insured to Rowan University policies of insurance.
- F.** Pay attorneys' fees, costs, expenses, or liquidated damages.
- G.** Promise confidentiality in a manner contrary to New Jersey's Freedom of Information Act.
- H.** Permit an entity to change unilaterally any term or condition once the contract is signed.
- I.** Accept any references to terms and conditions, privacy policies or any other websites, documents or conditions referenced outside of the contract; or
- J.** Agree to automatic renewals for term(s) greater than month to-month.

By signing the terms and conditions, contract, bid, or other offer to do business with the University your entity understands and agrees that:

- A.** The above Agreement provisions will not be modified and are thereby incorporated into any agreement entered into between the University and your entity; that such terms and conditions shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
- B.** The above Agreement provisions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary.
- C.** Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other end users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.

<b>Name of Company</b>	
<b>Signature</b>	<b>Date</b>

## **ROWAN UNIVERSITY TERMS & CONDITIONS**

### **I. REPRESENTATIONS AND WARRANTIES**

The vendor expressly warrants that:

- A.** The vendor has legal capacity to execute and perform any Agreement arising from this quote, contract, and/or public solicitation.
- B.** The Agreement is valid, binding, and 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 request for proposals, 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.

### **II. GOVERNING LAW, JURISDICTION, ATTORNEY'S FEES**

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, without regard to any applicable conflict of laws provision. Vendor hereby irrevocably and unconditionally agrees that any suit, action or other legal proceeding arising out of or in connection with this Agreement, or the transactions contemplated hereby, shall be brought in the courts of record of the State of New Jersey or the courts of the United States located in said state, consents to the jurisdiction of each such court in any such suit, action or proceeding, and waives any objection to the venue of any such suit, action or proceeding in any of such courts. In the event a suit or action shall be instituted in connection with any controversy arising out of this Agreement, the prevailing Party shall be entitled to receive, in addition to its costs, all attorneys' fees, including attorneys' fees and costs upon appeal.

### **III. 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 remedy which Rowan University may have.

### **IV. 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

**V. LIABILITIES**

**A. LIABILITY COPYRIGHT**

The vendor shall hold and save Rowan University and its officers, agents, students, servants, and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

**B. INDEMNIFICATION**

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.

1. 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.
2. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

**C. INSURANCE RFP**

1. 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.
2. The 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.
  - a. 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.
  8. Cyber Breach/Privacy Liability Insurance, providing coverage for 1) Privacy Liability, Network Security Liability, and Regulatory Liability; 2) Payment Card Industry (PCI) Fines, Penalties, and Assessments; 3) Breach Response Costs including Data Forensics, Public Relations, and Privacy Counsel, and 4) Notification, Credit Monitoring, and Identity Theft Restoration Costs. The limits of liability will be in minimum amounts of 15 million dollars (\$15,000,000). 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 all claims received after the termination date of the claims-made policy.
- A. The General Liability, Automobile Liability and Pollution Legal Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.
  - B. Vendor shall bear all costs of all policy deductibles.
  - C. 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.
  - D. 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.
  - E. 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 request for proposals by the proposer, their employees or anyone acting on the proposer's behalf.

- F. Rowan University, as a State funded University, will not indemnify vendors in any form.

## **VI. FORCE MAJEURE**

- A. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.
- B. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

## **VII. PAYMENT TERMS, SCHEDULE, & COMPENSATION**

### **A. TAX CHARGES**

The University is exempt from State sales or use taxes and Federal excise taxes. Tax charges must not be included in the vendor's price quotations. The State's Federal Excise Tax Exemption number is 22-75-0050K.

### **B. PAYMENT TO VENDORS**

Payments for goods and/or services purchased by the University will be made only against the Vendor's Invoice. The vendor's Invoice in duplicate together with original Bill of Lading, express receipt, and other related documentation must be sent to the University on the date of each delivery.

- C. All cost will not exceed a total of agreed upon amount, inclusive of any reimbursable.
- D. All fees will be paid to Vendor within 30 days upon acceptance of the deliverable. Full completion is required for payment. No earnest money or partial or periodic payments will be made.
- E. All fees are to be considered 'all inclusive' and to be paid in the form of a University Check.
- F. Rowan University, unless specifically agreed upon within scope of contract, does not reimburse or pay for any of the travel or lodging needs of the contracted Vendor.

### **G. AVAILABILITY OF FUNDS**

To the extent permitted by law, the University's obligation to make payments for work not yet commenced under this contract is contingent upon the availability of appropriated funds and/or receipt of revenues and/or bond proceeds from which payment for contract purposes can be made.

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

The New Jersey Prompt Payment Act, N.J.S.A. 2A:30A-1 et seq., requires owners, including the University, to make payment for work within thirty (30) calendar days of the billing date, provided the work has been approved and certified by the owner or the owner's authorized agent.

## **VIII. TERMS GOVERNING ALL PUBLIC SOLICITATIONS ISSUED BY ROWAN UNIVERSITY'S**

### **A. CONTRACT AMOUNT**

The estimated amount of the contract(s), as stated in Rowan University's Proposal & Pricing Page, shall not be construed as either the maximum or the minimum amount which the University shall be obligated to order as the result of this request for proposals, or any contract entered because of this request for proposals.

**B. CONTRACT PERIOD AND EXTENSION OPTION**

If, in the opinion of the University's Purchasing Director, it is in the best interest of the University to extend any contracts entered as a result of this request for proposals for a period of all or any part of a year, the contractor will be so notified of the University's Purchasing Director intent at least 30 days prior to the expiration date of the existing contract. If the extension is acceptable to the contractor, at the original prices and on the original terms, notice will be given the contractor by the University's Purchasing Director in writing. In such cases a net Performance Bond must be submitted by the contractor on a pro rata basis of the original Performance Bond to cover the period of the extension, at the sole discretion of the University.

**C. UNIVERSITY RIGHT TO REJECT ALL PROPOSALS**

The University reserves the right to reject any or all proposals in accordance with applicable law, or to award in whole or in part if deemed to be in the interest of the University. In the case of tie proposals orders shall be awarded to the vendor or vendors best meeting all specifications and conditions.

**D. VENDOR RIGHT TO PROTEST-INTENT TO AWARD**

Except in cases of emergency, proposers have the right to protest the University's proposed award of the contractor as announced in the notice of intent to award. Unless otherwise stated, a proposer's protest must be received no later than 48 hours after the date on the notice of intent to award. In cases of emergency, the University may eliminate the right to protest. Proposer's protest must be in writing and delivered to the University's Purchasing Director. The protests must include the specific grounds for challenging the award.

Within one week of receipt of the written protest, the University's Purchasing Director shall give written notification of the University's acceptance or rejection of the protest. In cases of rejection, the Proposer has the right to request a hearing. Such request must be made within 48 hours of the date of notice of rejection. If a hearing is requested, the University's Purchasing Director will schedule it and send written notice to the Proposer no later than one week prior to the date scheduled for the hearing. The University's approved hearing officer will preside at the hearing and may call any person he/she deems necessary to testify. Should the Proposer fail to attend, it shall be considered a retraction of his protest. The University's hearing officer shall render the University's decision within one week of the end of the hearing and give a written copy to the Proposer.

**E. TERMINATION OF CONTRACT**

- a. **Change of Circumstances**—Where circumstances and/or the needs of the University significantly change, or the contract is otherwise deemed no longer to be in the public interest, the University's Purchasing Director may terminate a contract entered as a result of this request for proposals, upon no less than 30 days' notice to the vendor and an opportunity to respond.
- b. For cause:
  - a. Where a vendor fails to perform or comply with a contract and fails to respond or comply with the written complaint of the University Purchasing Director, the University Purchasing Director may terminate the contract upon 10 days' notice to the vendor with an opportunity to respond.
  - b. Where a vendor continues to perform a contract poorly as demonstrated by formal complaints, late delivery, poor performance of service, short shipping, etc. so that the University Purchasing Director is repeatedly required to issue written complaints, the University Purchasing Director may terminate the

contract upon 10 days' notice to the vendor with an opportunity to respond. In cases of emergency the University Purchasing Director may shorten the time periods of notification and may dispense with an opportunity to respond.

**F. SUBCONTRACTING OR ASSIGNMENT**

The contract may not be sub-contracted or assigned by the contractor, in whole or in part, without the prior written consent of the Rowan University Purchasing Director. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract. If proposer proposes to subcontract the services to be performed under the terms of the contract award, he shall state so in his proposal and attach for approval a list of said subcontractors and an itemization of the services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the University.

**G. PERFORMANCE GUARANTEE OF PROPOSER**

The proposer hereby certifies that: The equipment offered is standard new equipment and is the manufacturer's latest model in production with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

- a. All equipment supplied to the University and operated by electrical current is UL listed.
- b. All new machines are to be guaranteed for a period of one year from time of delivery and/or installation and prompt service rendered without charge, regardless of geographic location.
- c. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- d. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within 48-hour period or within the time accepted as industry practice.
- e. The contractor shall immediately replace any material, which is rejected for failure to meet the requirements of the University.
- f. All services rendered to the University shall be performed in strict and full accordance with the specifications as agreed to in the contract. A service contract shall not be considered complete until final approval by the University is rendered. Payment to vendors for such services rendered may not be made until final University approval is given.

**H. DELIVERY GUARANTEES**

Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the proposal. The vendor shall be responsible for the delivery of material in first class condition to the University in accordance with good commercial practice. Items delivered must be strictly in accordance with proposal specifications. **1.** In the event delivery of goods or services is not made within the number of days stipulated under the schedule defined in the specifications, the University may at its option obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor failing to meet his commitments.

**I. UNIVERSITY'S RIGHT TO INSPECT PROPOSER'S FACILITIES**

The University reserves the right to inspect the proposer 's establishment before making an award.

**J. PROPOSAL ACCEPTANCES AND REJECTIONS**

Proposals shall be automatically rejected for any of the following causes:

- 1. No signature in the proposal document.
- 2. Proposals received after date and time specified on proposal request form.
- 3. Proposal fails to provide price information.

4. Failure to provide required security.
5. Failure to attend a mandatory proposer's conference or site inspection.
6. Failure to initial any alteration of essential information such as price.
7. Essential information such as price and product description submitted only in pencil.
8. Failure to comply with State of New Jersey Affirmative Action Guidelines promulgated pursuant to Chapter 127.P.L. 1975.

**[Remainder of Page Intentionally Left Blank]**

**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 laws and 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 request for proposals 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 proposer 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 proposal or other proposal shall provide a copy of its business registration to the proposer 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.

- III.** 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

**IV. 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 proposer's signature on this request for proposals is their guarantee that neither they nor any subcontractors they might employ to perform the work covered by this request for proposals 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 proposer's signature on the proposal is also their guarantee that they and any subcontractors they might employ to perform the work covered by this request for proposals shall comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

As per P.I. 2022, c.120 (S2357) and P.L. 2023, c. 138, all in-state public works contractors must register for [NJ Wage Hub](#) and sign up for Employer Access. New Jersey Wage Hub is an official website of the New Jersey Department of Labor & Workforce Development, serving public works contractors, contracting agencies, and employers to view and submit required forms for public works contracts and qualifying services to promote fair wage practices according to the Prevailing Wage Act and [Diane B. Allen Equal Pay Act](#).

**V. CORPORATE AUTHORITY**

It is required that all corporations be authorized to do business in the State of New Jersey. Corporations incorporated out of the State must file a Certificate of Authority with the Secretary of State, Department of State, State House, Trenton, New Jersey. Refer to N.J.S.A. Title 14A, Chapter 13.3.

**VI. 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.

**VII. 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.

**VIII. RIGHT TO AUDIT**

Pursuant to N.J.A.C. 17:44-2.2, 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).

**IX. MAINTENANCE OF RECORDS**

The vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**X. 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 of 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.

**XI. 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 (888) 313-3532 or online at <http://www.elec.state.nj.us/>.

**XII. OWNERSHIP DISCLOSURE**

Pursuant to N.J.S.A. 52:25-24.2 in the event the vendor is a corporation, partnership or limited liability company, the vendor must disclose all corporate and non-corporate ownership interests greater than 10%.

**XIII. 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.

**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. BUY AMERICAN**

Pursuant to N.J.S.A. 52:32-1, if manufactured items or farm products will be provided under this contract to be used in a public work, they shall be manufactured or produced in the United States, whenever available, and the contractor shall be required to so certify

**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.** Pursuant to N.J.S.A. 34:11-56.14 and N.J.A.C. 12:10-1.1 et seq., a contractor performing “qualifying services” or “public work” to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>.
- E.** 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 product.

**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 c 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. HAZARDOUS MATERIALS**

REFERENCES: 29 CFR 1910, SUBPART H AND 29 CFR.1200 et Al.

- a. All hazardous materials used on the campus by any contractor are required to have a Material Safety Data Sheet (MSDA) filed with the Safety Office.
- b. All hazardous materials left on-site and not consumed or used by the end of the daily work shift by a contractor's crew must be labeled and marked in accordance with the appropriate sections of the New Jersey Worker and Community Right- to-Know Act. Page 5 of 11 Last Revision 11.1.2023
- c. In summary, this act required labels identifying the top five constituents of a product, hazardous or non-hazardous, by common chemical name and Chemical Abstract Service (CAS) Number.
- d. Most products manufactured or packaged outside of New Jersey do not meet this requirement without additional action on the part of the end item user or consumer.
- e. All requirements of the United States Environmental Protection Agency (US EPA) as outlined in 40 CFR must also be complied with. STORAGE ON SITE/CAMPUS: All hazardous materials stored on site or on campus must be secured to prevent unauthorized use or contact with campus affiliates or the general public. In addition, all stoppage must meet the technical requirements of the NJ DEP or DCA, or the University; whichever is more stringent.
- f. **DISPOSAL:** All contractor owned or furnished residue or surplus hazardous material must be removed from the campus immediately after being classified as "waste", or when they are no longer usable for the project they were brought on to the campus to support. The University will not accept any hazardous

materials for disposal or storage for any reason at any time from any contractor.

- g.** For additional information contact University Safety Office.

**VI. 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.

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