



## **Request for Proposal**

**Professional Design Services for University Green and Parking Lot**

**H-1**

**Rowan University**

**RFP 22-59**

**\*\*7-18-22 Appendix 6 added to website\*\***

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

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

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### Required Procurement Documents & Bidder's Checklist

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

<b>Required Procurement Documentation &amp; Bidder's Checklist</b>		
<b>Failure to include the below requested documentation will result in automatic rejection of bidder's submission.</b>		
1	Proposal Page & Pricing Sheets	
2	Proof of Ability to Obtain Required Insurance	
3	Acknowledgement of Receipt of Addenda (if any issued)	
4	Acknowledgement of Executive Order 271	
5	<a href="#">Ownership Disclosure</a>	
6	<a href="#">Subcontractor Utilization Plan</a>	
<b>Failure to include the below requested documentation may result in rejection of bidder's submission.</b>		
7	<a href="#">Disclosure of Investment Activities in Iran</a>	
8	<a href="#">Ch51 Contractor Certification and Disclosure of Political Contributions Public Law 2005</a>	
9	<a href="#">Ch271 Vendor Certification &amp; Political Contribution Disclosure Form</a>	
10	<a href="#">EEO/AA Evidence Disclosure</a>	
11	<a href="#">Exhibit A Mandatory EEO Language for Goods, Professional Services &amp; General Service Projects</a>	
12	<a href="#">Exhibit B Mandatory Equal Opportunity Language</a>	
13	<a href="#">Macbride Principals Form</a>	
14	<a href="#">New Jersey Business Registration Certificate</a> <i>Vendors can check the status of their BRC <a href="#">here</a>.</i>	
15	<a href="#">New Jersey Policy Prohibiting Discrimination in the Workplace &amp; Model Procedures for Internal Complaints Alleging Discrimination in the Workplace and Acknowledgement of Receipt.</a>	
16	<a href="#">Non-Collusion Affidavit</a>	
17	<a href="#">Taxpayer Identification Request (W-9 Form)</a>	
<b>Provide the below forms if applicable to the project.</b>		
18	<a href="#">Construction Contracts Language</a>	
19	<a href="#">Consent of Surety</a>	
20	<a href="#">Form of Bid Bond</a>	
21	<a href="#">EO151 / Additional Mandatory Construction Language</a>	
22	Public Works Certificate	
23	<a href="#">Subcontractor Disclosure Form</a>	

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

## Administrative Information

### Rowan University Contacts:

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

**“RFP 22-59 Professional Design Services for University Green to Parking Lot H-1 at Rowan University”**

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

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

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

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

### Due Date:

Proposals must be received no later than **August 9, 2022 @ 2:00pm to [bids@rowan.edu](mailto:bids@rowan.edu)**. Due to the current Covid-19 restrictions, proposals will only be accepted electronically.

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

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

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### Schedule of Events:

- Request for Proposals Issued
- Informational Meeting
- Questions Due
- Answers Posted to Website
- Submissions Due
- July 6, 2022
- July 18, 2022 @10am\*
- July 19, 2022
- July 20, 2022
- August 9, 2022 @ 2pm

\*A site visit and pre-proposal meeting will be held on Monday, July 18, 2022. Interested parties will meet at 10AM at the front of Bunce Hall (south side, facing University Green). The pre-proposal meeting/site visit is not mandatory; however the University will not grant concessions for errors in the proposals due to incorrect assumptions that would have been clarified at the walk-through.

## I. INTRODUCTION

Rowan University in Glassboro, New Jersey, invites proposals from qualified, licensed landscape architecture firms and their sub consultants to provide professional services for the design of improvements to our South Campus, including University Green, Parking Lot H-1, and points in between.

## II. PROJECT OVERVIEW

- A. The main campus in Glassboro is a 225-acre parcel bifurcated by Mullica Hill Road (State Route 322). North campus consists primarily of academic buildings, while south campus is home to the majority of administrative functions. South campus boasts the institution's original buildings and many original features making it the historic core of the University. Bunce Hall, one of the iconic landmarks associated with Rowan, was the first structure built. The building is currently undergoing renovations to make room for new Presidential offices, among other functions. Two of the three original dormitories from the 1950s, Laurel Hall and Oak Hall have been repurposed for offices. The third dormitory, Linden Hall, was demolished in 2018, after it was determined the costs of renovation exceeded its value. In its place, sits a storm water basin and Parking Lot H-1, frequently referred to as the Linden Lot.
- B. University Green is the open lawn in front/south of Bunce Hall. It is a well-loved space used by the larger Rowan community, including residents of Glassboro. The Green is the site of everything from Commencement ceremonies to Admitted Students Day and Pride Day events. On any given day, people can be seen enjoying the surroundings, walking, lounging, and playing. One draw is the presence of several historic trees that thrive on the Green, contributing to its character.
- C. Pedestrian and vehicular access to University Green and the front of Bunce Hall is through an archway at Whitney Avenue that leads to Bunce Circle, a road defining the perimeter of the Green. Currently, the wide asphalt travel way, inconsistent asphalt curbs, makeshift stormwater management measures, dated lighting, and mix of furnishings do not communicate the importance of the space nor the identity of the institution. Rowan has a desire to upgrade University Green and its environs consistent with its significance as the seat of the administration, while making it flexible, resilient, and efficient for the variety of uses it hosts.
- D. Departing Bunce Circle to the northeast leads to Summit Lane, Trustee Drive, and Oak Grove Drive. These roads are mostly used by vehicles to reach internal parking lots. The roads allow north/south access through south campus, from Whitney Avenue to Rt. 322. Currently, anyone can enter by vehicle and security has become a concern. That said, some of the roads are designated emergency access. A study of the routes, their necessity, stormwater management, dimensions and material is needed. Improvements must take into consideration nearby mature trees, especially since parts of Trustee Drive and Oak Grove Drive align through south campus' historic oak collection.
- E. Lot H-1 is accessed from Oak Grove Drive. After the demolition of Linden Hall, the parking lot was intended to be temporary, therefore was surfaced with stone. However, the lot will likely continue to be used for parking longer than expected. For this reason, Rowan will formalize its use through paving and striping, which will take place this summer. The scope of the South Campus Improvement project includes completing the parking lot with planting and green infrastructure.
- F. A network of pedestrian paths links these destinations. Part of the scope of this project is analyzing circulation and proposing needed changes to routes, alignment, width, and/or material. There is a desire to make walkways more visually consistent throughout campus, understanding that a hierarchy is in place.
- G. The design process shall take into consideration current and future needs and desires for the spaces as identified by a group of stakeholders, including representatives of the administration, staff, and students. The consultant will work with the University's Project Manager to identify members of the

stakeholder group. The consultant will be expected to engage the stakeholders through strategies that extrapolate the most meaningful input in the most efficient way.

- H. A specific budget has not yet been appropriated. The University will rely on the consultant-prepared cost estimates to inform budgeting and potential phasing. Absent of specifics at this time, the consultant's fee shall assume preparation of the entire project in one bid package. Rowan requires a solid Schematic Plan by the end of 2022 with a goal to have construction complete in time to hold Commencement events on University Green in May 2024.

The consultant shall be familiar with the principles set forth in the *Stormwater Management and Landscape Master Plan* (<https://sites.rowan.edu/facilities/docs/StormWaterMasterPlan.pdf>) developed in 2014 by a team of consultants with an eye toward solving aesthetic and environmental challenges by way of sustainable solutions. In short, the plan sets up a framework for open space to perform important functions—from communicating campus identity and accommodating social space, to fostering plant diversity and—perhaps most important—managing stormwater. Moreover, campus outdoor space is actively being used as a living laboratory and outdoor classroom. Proposed improvements shall integrate these concepts where practicable.

- I. Goals of South Campus improvements include the following:
- Heighten the visual appeal and functionality of University Green and environs
  - Update features while acknowledging the historic importance of south campus
  - Create appropriate and secure access to south campus
  - Reduce the perception of a vehicle-centric campus
  - Provide efficient, safe, accessible and visually consistent circulation
  - Integrate green infrastructure and sustainable best practices
  - Minimize maintenance requirements
- J. Proposed improvement will address, but not be limited to the following:
- Vehicular and pedestrian circulation, including ADA accessibility, material, curbs, hierarchy
  - Parking
  - Social spaces and events
  - Lighting and electrical service
  - Furnishings, including seating, trash/recycling, bike and skateboard parking
  - Safety and security, including camera views/monitoring, restricted access
  - Emergency access
  - Grading
  - Drainage/storm water management
  - Soil
  - Turf
  - Irrigation
  - Tree protection/removal
  - Planting/gardens
  - Screening and views
  - Maintenance
- K. It is expected the design team would begin immediately upon award of contract

**III. SCOPE OF SERVICES** The scope includes stakeholder engagement, a robust design process, and preparation of all required documents that, upon their completion and receipt, would be sufficient to bid and construct the project. Services also include participation during bidding and construction.

**A. Programming and Schematic Design**

1. Review site survey and other relevant documents, such as historic information, tree inventory, and emergency access plan provided by Rowan. The site survey is presently underway and will be posted as an addendum to this RFP. Consultant shall confirm the survey information as they deem necessary for their use in preparation of accurate design and construction documents.
2. Perform site inventory and analysis to identify and document opportunities and constraints
3. Develop a detailed program working with stakeholders to identify existing and desired uses, space needs, and aesthetic preferences (assume one meeting with up to 15 participants)
4. Generate and present two alternative concepts based on the program (assume one meeting with up to 15 participants)
5. Provide Statement of Probable Costs for each concept and how the schedule would be impacted by each
6. Prepare a conceptual, three-dimensional rendering of each option for University Green/Bunce Circle
7. Facilitate the selection of a preferred design option
8. Recommend potential phasing and develop a Project Schedule, including an overview of required permits and review times
9. Participate in regular project coordination calls

Deliverables: Summary of site inventory and analysis, schematic design plans and renderings, project schedule, statement of probable costs for two alternative concepts, meeting minutes (within 48 hours), additional drawings as needed to illustrate schematic design concepts.

**B. Design Development**

1. Develop preferred option incorporating feedback from the stakeholders to describe and illustrate details of the project; conform to all applicable codes and requirements and coordinate with all regulatory agencies
2. Coordinate permitting; anticipated or potential permits that may be required for this project include, but may not be limited to, filing with the following agencies: Gloucester County Soil Conservation District; NJ Department of Community Affairs; NJ Department of Environmental Protection
3. Perform soil investigations to evaluate soil conditions for potential amendments, underground storage, and/or infiltration of storm water (assume up to six test pits and/or hand auger borings)
4. Study and document emergency access, selective/restricted access, and video monitoring coordinating with Rowan Public Safety and Glassboro Fire Department
5. Prepare two three-dimensional renderings of the developed design: one for University Green/Bunce Circle and another for a second location within the project area to be identified by the client
6. Confirm phasing and propose bid alternates via a diagram and narrative
7. Revise costs including construction costs, permit fees, contingencies, costs per phase and anticipated alternates
8. Compile outline specifications
9. Participate in two review meetings, one with the stakeholder group
10. Provide meeting minutes
11. Participate in regular project coordination calls

Deliverables: Soil testing results, design Development Plan Set (50% Construction Documents in PDF format), Outline Specifications, Updated Project Schedule and Statement of Probable Costs, Permit Application materials, meeting minutes (within 48 hours)

C. Construction Documentation (for proposal purposes, assume one bid package)

1. Prepare Construction Documents to bid and construct the project based on the approved final design and budget, including Technical Specifications and Drawings. Anticipated Drawings include, but are not limited to: cover sheet, existing conditions, demolition and protection, soil erosion and sediment control, grading and drainage, site layout and dimensioning, emergency access and security, materials, furnishings, lighting, utilities and infrastructure, planting/soil, irrigation, and site details. Note General Sections, including Instructions to Bidders, General Conditions, Division 01, etc. will be provided by the University to be incorporated into the overall Project Manual, which will be compiled by the consultant.
2. Detailing of the security camera system is not required, however infrastructure must be provided by the project to operate the system (power, poles, conduit for fiber runs, etc.). Design and detailing of security gates, arms, etc. are within the consultant's scope. Coordination between the design consultant, Public Safety, IRT, and their security consultants is required.
3. Provide final cost estimate and confirmation of schedule
4. Participate in two review meetings during this phase, including review with trades for proper coordination at 50%, and 90%
5. Participate in regular Project Coordination Calls
6. All drawings to be provided in Autocad 2022 compatible and pdf format.

Deliverables: Construction Document Plan Set, Technical Specifications, Project Manual, Updated Project Schedule and Statement of Probable Costs, Permit Application materials, meeting minutes (within 48 hours)

D. Administrative Services during construction

1. Prepare a conformed, sealed set of Contract Documents for the University and the Contractor prior to the start of Construction
2. Attend a pre-construction meeting
3. Review and approve shop drawings and submittals
4. Review and confirm test reports for compliance with Contract Documents
5. Respond to RFIs, provide field sketches and additional documentation as required
6. Conduct Site Observation Visits to observe construction progress and compliance with drawings and specifications, issue field observation reports (allow 10)
7. Attend site project progress meetings (allow five, to coincide with Site Observation Visits)
8. Attend virtual project progress meetings (allow ten)
9. Along with the University Facilities Representative:
  - Review and approve contractor's application for payment
  - Review and approve allowance authorization and change order requests
  - Review and approve contractor's progress schedule
10. Assist in developing initial and final punch lists, attend site visits (allow three) to determine compliance with punch list; provide certificate of substantial and final completion
11. Coordinate with contractor to assemble close out documentation. This includes a record-set of contract drawings, specifications, shop drawings, cut sheets, maintenance and operating manuals, guarantees, warranties, testing reports and certificates, etc.
12. Participate in regular Project Coordination Calls



Deliverables: Conformed set of Contract Documents, RFIs, clarifications, sketches, memoranda, Site Observation Reports, Punch Lists, Completion Certificates, meeting minutes (within 48 hours)

**E. Project Budget**

The project budget is undetermined at this time and will be informed by the consultant's cost estimate.

**F. Appendices**

1. Appendix 1 – Project Location
2. Appendix 2 – Project Area
3. Appendix 3 – Site Photographs
4. Appendix 4 – DRAFT Modified AIA A201-2017 General Conditions of the Contract for construction
  
5. Appendix 5 – DRAFT Modified AIA B101-2017 Standard Form of Agreement Between Owner and Architect.

**IV. PRICING**

- A. Proposals 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.
- B. No proposal may be withdrawn for ninety (90) days.
- C. All cost associated with the successful completion of this project must be included in the Project Total on the proposal page.
- D. Prices provided must remain in effect for the dates noted on the Proposal Form.
- E. Proposals shall include labor and price plus costs as indicated on the proposal page.
- F. 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), any other overhead, profit, and other miscellaneous cost.

**V. TERM OF CONTRACT**

- A. Contract period will be for the amount of time necessary to complete all the requirements for 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 (14) days in advance of termination date.

**VI. 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.

## VII. VENDOR PERSONNEL

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

## VIII. SUBMISSION REQUIREMENTS

- A. Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.
- B. Vendor's 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.
- C. Proposals submitted in any other format other than as listed below will be considered informal and may be rejected.
- D. The respondent's proposal shall be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort shall be made to avoid duplicating the information presented in the proposal.
- E. PROPOSAL FORMAT: Proposal shall be formatted to letter sized paper (8 ½" X11") and organized by the following sections:
  - 1. **Cover Letter**  
Provide a cover letter expressing interest and addressing the following:
    - a. Identification of the prime consultant and the team members
    - b. Description of why your team is the best team for this project
    - c. A high-level summary of your team's relevant qualifications

- d. Acknowledgement that you have reviewed any addenda issued to the RFP, as posted on the University's website
  - e. Statement of the team's capability to manage a project of this size and scope within the identified time frame, relative to other workload
  - f. The name and contact information of the individual in your firm that the University should contact regarding questions about your proposal and scheduling a potential interview. The contact information should include the following: name of individual, firm name, address (city, state, ZIP Code), telephone number, and e-mail address.
- 2. Table of Contents**
  - 3. Description of the Firm/Team**
    - a. Provide a brief description of the firm / Project team
    - b. Outline the specific areas of expertise of the firm and/or member firms of the team.
    - c. List each firm's expertise and experience with similar projects. Identify experience with integrated design, sustainability practices, and innovative technologies if applicable.
  - 4. Project Team Composition**
    - a. Organizational makeup of the firm/team
    - b. Specific roles and responsibilities of proposed key personnel assigned to this project.
    - c. Organizational chart that clearly illustrates the proposed team members and must include:
      - Project director and key point of contact throughout
      - Project Lead designer(s)
      - Other leads in each discipline, if applicable
      - Contract administrator
    - d. Reporting structure that will ensure open and effective coordination of the project among team members and with the University
  - 5. Project Examples and References**
    - a. Inclusive of the team, provide a description of up to five (5) relevant projects that are similar in scale and scope. The description should include relevant information about the project: scope, size, budget, duration, whether on time and on budget.
    - b. Provide three client references for the prime consultant and each subconsultant.
  - 6. Project Interpretation, Work Plan and Strategy**

Describe a work plan, strategy and approach that demonstrates a clear understanding of the project and sequence of tasks. Respondents are required to submit a detailed and integrated work plan that aligns with the project schedule.

    - a. This work plan will at minimum include
      - All key tasks
      - Their duration
      - Major milestones
      - Interim and final review meetings with stakeholders as appropriate
      - Key decision-making points
  - 7. Appendices**
    - a. Provide resumes, describing qualifications and appropriate certification and licenses for all key team members; note that professionals must be licensed to practice in the state of New Jersey. Provide proof of certifications and licensing.
    - b. Indicate specific team members who would be responsible for review and submission of permits. Indicate those team members who have specific knowledge of and experience with the approval and permit processes of the State of New Jersey Department of Community Affairs, Department of Environmental Protection and other applicable area regulatory

agencies, and with the administrative review processes and requirements with other applicable NJ State public agencies.

- c. Provide hourly rates for all team members by title/job description.
- F. Conditional proposals will not be considered.
- G. Proposals 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 response 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. **Electronic submission is the official submission of the University and will be treated as such.**
- H. *Addenda:*
- I. **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).*

## **Submission Instructions**

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

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

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

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

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

### **Evaluation and Selection Criteria**

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

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

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.

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

<b>Criteria Description</b>	<b>Weight</b>
Organizational Information	0-15
Scope of Services	0-15
Projects and Work Experience	0-30
Work Plan	0-30
Fee	0-10

**Proposal Page**

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

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

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

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

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

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

Item	Cost
Programming and Schematic Design	\$
Design Development	\$
Construction Documentation	\$
Bidding and Award of Construction Contract	\$
Construction Administration	\$
Reimbursable Expenses – Not To Exceed	\$
TOTAL FEE	\$

**Acknowledgment of Executive Order 271**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder. I further certify that the Vendor/Bidder has read, understands, and is in full compliance with New Jersey Governor Phil Murphy's Executive Order 271, requiring all employees be fully vaccinated for COVID-19 or receive a weekly COVID-19 test.

I acknowledge that failure to comply with Executive Order 271 shall be considered a material defect and shall result in a rejection of the bid.

<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	



## TERMS & CONDITIONS SPECIFIC TO ROWAN UNIVERSITY

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

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

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

### **II. DEFAULT**

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

### **III. SALE OR BANKRUPTCY OF BUSINESS**

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

### **IV. INDEMNIFICATION**

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

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

**V. INSURANCE**

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

**C. Insurance Required:**

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

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

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

- 4. Comprehensive Automobile Liability written on an occurrence basis covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
- 5. Excess Liability, umbrella insurance, follow form, applying excess of the commercial general liability, commercial automobile liability and employer’s liability insurance in minimum amounts of one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) general aggregate, and one million dollars (\$1,000,000) products/completed operations.
- 6. Pollution Legal Liability insurance policy, if applicable to the services performed under this contract, in minimum amounts of two million dollars (\$2,000,000) per occurrence. If this policy is written on a claims-

made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that occurred during, or as a result of, the provision of Vendor's services under this contract, but are not discovered until after completion of services under this contract.

7. Professional (Errors & Omissions) Liability insurance, if applicable, in minimum amounts of two million dollars (\$2,000,000) per claim. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that result from the professional services provided during the term of this contract regardless of when a claim is made.
- D. The General Liability, Automobile Liability and Pollution Legal Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.
- E. Vendor shall bear all costs of all policy deductibles.
- F. 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.
- G. 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.
- H. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The successful proposer agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident, injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this bid by the proposer, their employees or anyone acting on the proposer's behalf.
- I. 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. ROWAN UNIVERSITY GENERAL**

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

Bidders shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

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

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

## VIII. PRICE AND PAYMENT GENERAL

### A. PRICE FLUCTUATION DURING CONTRACT

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

### B. AVAILABILITY OF FUNDS

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

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

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

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

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

**I. BUSINESS REGISTRATION**

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

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

**II. ANTI-DISCRIMINATION**

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

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



### **III. PREVAILING WAGE ACT**

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

### **IV. AMERICANS WITH DISABILITIES ACT**

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

### **V. MACBRIDE PRINCIPLES**

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

### **VI. RIGHT TO AUDIT**

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

### **VII. MAINTENANCE OF RECORDS**

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

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

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

- A.** Make or solicit a contribution in violation of the statute;
- B.** Knowingly conceal or misrepresent a contribution given or received;
- C.** Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- D.** Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate 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.

**IX. POLITICAL CONTRIBUTION DISCLOSURE**

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

**X. OWNERSHIP DISCLOSURE**

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

**XI. STANDARDS PROHIBITING CONFLICTS OF INTEREST**

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

- A. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g;
- B. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the New Jersey Office of the Attorney General and the Executive Commission on Ethical Standards;
- C. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any University officer or employee, State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52:130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of a University officer or employee, State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest;
- D. No vendor shall influence, or attempt to influence or cause to be influenced, any University officer or employee, State officer or employee or special State officer or employee in his/her official capacity in any



manner which might tend to impair the objectivity or independence of judgment of said officer or employee;

- E. No vendor shall cause or influence, or attempt to cause or influence, any University officer or employee, State officer or employee or special State officer or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the vendor or any other person; and
- F. The provisions cited above shall not be construed to prohibit a University officer or employee, State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c of Executive Order No. 189.

## **XII. TAX CHARGES**

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

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

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

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

- A. Whenever any taxpayer under contract to provide goods or services to the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, or under contract for construction projects of the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, is entitled to payment for the goods or services or on that construction project and at the same time the taxpayer is indebted for any State tax, the Director of the Division of Taxation shall seek to set off so much of that payment as shall be necessary to satisfy the indebtedness. The director, in consultation with the Director of the Division of Budget and Accounting in the Department of the Treasury, shall establish procedures and methods to effect a set-off. The director shall give notice of the set-off to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S.54:49-18, but no request for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. No payment shall be made to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects pending resolution of the indebtedness. Interest that may be payable by the State pursuant to P.L.1987, c.184 (C.52:32-32 et seq.), to the taxpayer, the provider of goods and services or the contractor or subcontractor of construction projects shall be stayed.
- B. The Department of the Treasury shall notify each provider of goods or services and contractor or subcontractor of a construction project under contract with the State, its agencies or instrumentalities in an amount of \$500,000 or greater on the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) of the provisions of this section in writing within 30 days after its effective date. A contract entered into by the State, its agencies or instrumentalities with a provider of goods or services or a contractor or subcontractor of a construction project after the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) shall contain a notice of the provisions in this section.

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

Every contract or agreement negotiated, awarded or made pursuant to this act shall contain a suitable warranty by the contractor that no person or selling agency has been employed or retained to solicit or

secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business, for the breach or violation of which warranty the State college shall have the right to annul such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

**XVI. ANTIDISCRIMINATION PROVISIONS**

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

- A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- C. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.
- E. No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

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

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

- A. Any employer, regardless of the location of the employer, who enters into a contract with a public body to provide qualifying services to the public body shall provide a report to the Commissioner of Labor and Workforce Development, in a form issued by regulation promulgated by the commissioner, of

information regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. Data regarding compensation and hours worked by employees shall be reported in the form by pay bands to be established by regulation promulgated by the commissioner. The commissioner may establish a standard presumption for the number of hours worked by a fulltime employee or by a part-time employee for whom an employer does not track actual hours worked. An employer shall provide a report for each establishment of the employer.

- B.** Any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the commissioner, through certified payroll records required pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.).
- C.** The commissioner shall retain the information provided by the employer during any period of time that one or more contracts are in effect between the employer and any public body and not less than five years after the end of that period. The retained employment information shall be made available by the commissioner to the Division on Civil Rights in the Department of Law and Public Safety, and, upon request, provided to anyone who is or was an employee of the employer during the period of any of the contracts between the employer and any public body, or any authorized representative of the employee.
- D.** For the purposes of the section:

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

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

**I. COMPLIANCE CODES**

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

**II. PUBLIC WORKS CONTRACTOR REGISTRATION ACT**

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

**III. BUILDING SERVICE**

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

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

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

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

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

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

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

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

**B. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.**

Pursuant to 2 CFR 200.321, the State must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Accordingly, if subawards are to be made the Contractor shall:

- A. Include qualified small and minority businesses and women’s business enterprises on solicitation lists;
- B. Assure that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- C. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- D. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and,
- E. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**II. DOMESTIC PREFERENCE FOR PROCUREMENTS**

Pursuant to 2 CFR 200.322, where appropriate, the State has a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). If subawards are to be made the Contractor shall include a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this section:

- A. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- B. “Manufactured products” means items and construction materials composed in whole or in part of nonferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**III. PROCUREMENT OF RECOVERED MATERIALS**

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

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

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

#### **IV. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

- A.** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - 1.** Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B.** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C.** The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- D.** The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F.** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- G.** In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.



H. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

1. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
2. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
4. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

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

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



that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

#### **VI. COPELAND ANTI\_KICK-BACK ACT**

Where applicable, the Contractor must comply with Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

- A.** Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into the OGS centralized contract.
- B.** Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- C.** Breach. A breach of the clauses above may be grounds for termination of the OGS centralized contract, and for debarment as a Contractor and subcontractor as provided in 29 C.F.R. § 5.12.

#### **VII. CONTRACT WORKHOURS AND SAFETY STANDARDS ACT, 40 U.S.C. 3701-3708**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$ 100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **VIII. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

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

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

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

U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

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

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

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

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

**XII. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

**A.** Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - b. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

### APPRENTICE BID SPECIFICATIONS RIDER

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

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

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

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

- a. "Commissioner" means the Commissioner of Labor and Workforce Development or his duly authorized representatives.
- b. "Contractor" means a person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract which is subject to the provisions of the "New Jersey Prevailing Wage Act," P.L.1963, c.150 (C.34:11-56.25 et seq.), and includes any subcontractor or lower tier subcontractor of a contractor as defined herein.
- c. "Department" means the Department of Labor and Workforce Development.
- d. "Director" means the Director of the Division of Wage and Hour Compliance in the Department of Labor and Workforce Development.
- e. "Worker" includes laborer, mechanic, skilled or semi-skilled laborer and apprentices or helpers employed by any contractor or subcontractor and engaged in the performance of services directly upon a public work, who have completed or are actively participating in a registered apprenticeship program, regardless of whether their work becomes a component part thereof, but does not include material suppliers or their employees who do not perform services at the job site.
- f. "Registered apprenticeship program" means an apprenticeship program which is registered with and approved by the United States Department of Labor and which provides each trainee with combined classroom and on-the-job training in an occupation recognized as an apprenticeable trade and meets the program standards of enrollment and graduation under 29 C.F.R. s.29.6.

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

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

- a. The name, principal business address and telephone number of the contractor;
- b. Whether the contractor is a corporation, partnership, sole proprietorship, or other form of business entity;
- c. If the contractor's principal business address is not within the State, the name and address of the contractor's custodian of records and agent for service of process in this State;
- d. The name and address of each person with a financial interest in the contractor and the percentage interest, except that if the contractor is a publicly-traded corporation, the contractor shall supply the names and addresses of the corporation's officers;
- e. The contractor's tax identification number and unemployment insurance registration number;

- f. A certification form provided by the commissioner, with documentation satisfactory to the commissioner, that the contractor has all valid and effective licenses, registrations or certificates required by State law, including registrations or certifications required to do business in the State of New Jersey, and the contractor, if directly employing craftworkers, participates in a registered apprenticeship program as defined in section 3 of P.L.1999, c.238 (C.34:11-56.50) for each craft they employ; and
- g. Any other relevant and appropriate information as determined by the commissioner.

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

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

### **3. Prevailing Wage**

The New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) requires that the Department of Labor and Workforce Development establish and enforce a prevailing wage level for workers engaged in public works in order to safeguard their efficiency and general well-being and to protect them as well as their employers from the effects of serious and unfair competition. Prevailing wage rates are wage and fringe benefit rates based on the collective bargaining agreements established for a particular craft or trade in the locality in which the public work is performed. In New Jersey, these rates vary by county and by the type of work performed. Applicable prevailing wage rates are those wages and fringe benefits in effect on the date the contract is awarded. All pre-determined rate increases listed at the time the contract is awarded must also be paid, beginning on the dates specified. Rates that have expired will remain in effect until new rates are posted. Prevailing Wage Rate The prevailing wage rate for each craft will list the effective date of the rate and the following information: W = Wage Rate per Hour B = Fringe Benefit Rate per Hour\* T = Total Rate per Hour \* Fringe benefits are an integral part of the prevailing wage rate. Employers not providing such benefits must pay the fringe benefit amount directly to the employee each payday. Employers providing benefits worth less than the fringe benefit amount must pay the balance directly to the employee each payday. Unless otherwise stated in the Prevailing Wage Rate Determination, the fringe benefit rate for overtime hours remains at the straight time rate. When the Overtime Notes in the Prevailing Wage Rate Determination state that the overtime rates are "inclusive of benefits," the benefit rate is increased by the same factor as the wage rate (i.e. multiplied by 1.5 for time and one-half, multiplied by 2 for double time, etc.). Apprentice Rate Schedule An "apprentice" is an individual who is registered with the United States Department of Labor - Office of Apprenticeship and enrolled in a certified apprenticeship program during the period in which they are working on the public works project. The apprentice wage rate is a percentage of the journeyman wage rate, unless otherwise indicated. The apprentice benefit rate is the full journeyman benefit rate, unless otherwise indicated. If there is no apprentice rate schedule listed, the individual must be paid at least the journeyman rate even if that individual is in a certified apprentice program for that trade. If there is no ratio of apprentices to journeymen listed for a particular craft, then the ratio shall be one (1) apprentice to every four (4) journeymen. STATE OF NEW JERSEY Department of Labor and Workforce Development Division of Wage and Hour Compliance - Public Contracts Section PO Box 389 Trenton, NJ 08625-0389 PREVAILING WAGE RATE DETERMINATION 7/28/2020 Page 1 of 66 Comments/Notes For each craft listed there will be comments/notes that cover the definition of the regular workday, shift differentials, overtime, recognized holidays, and any other relevant information. Public Works Contractor Registration

The Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48, et seq.) requires that all contractors, subcontractors, or lower tier subcontractors who are working on or who bid on public works projects register with the Department of Labor and Workforce Development. Applications are available at [www.nj.gov/labor](http://www.nj.gov/labor) (click on Wage & Hour and then go to Registration & Permits). Pursuant to N.J.S.A. 34:11-56.51: No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963, c. 150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C.34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act. Snow Plowing Snow plowing contracts are not subject to the New Jersey Prevailing Wage Act or the Public Works Contractor