The Board of Education of the City of Bayonne, New Jersey hereby advertises for competitive pupil transportation bids in accordance with N.J.S.A. 18A:39-3 et seq. for the 2017-2018 Regular School Year:

**Bid No. TR 2018-01**

**SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES – TO AND FROM SCHOOL**

All necessary bid specifications and bid forms may be obtained on the Board’s website [bboed.org](http://bboed.org), or upon written request to:

Matt Bouldin, Accountant and Purchasing Agent  
Bayonne Board of Education, 669 Avenue A, Bayonne, NJ 07002  
Fax: 201-858-5599  
Email: mbouldin@bboed.org

Bids must be sealed and delivered to the Business Office of the Bayonne Board of Education, 669 Avenue A, Bayonne, New Jersey on or before date and time indicated below. The envelope to bear the following information:

**Name and Address of the Bidder**

**BID: Special Education Student Transportation Services – To and From School**  
**Bid No.: TR 2018-01**  
**Bid Opening Date:** Tuesday, March 13th, 2018  
**Bid Opening Time:** 2:00 PM

The bid opening process will begin on the above advertised date and time in the Anna J. Herbert Meeting Room of the Bayonne Board of Education, 669 Avenue A, Bayonne, New Jersey. Bids may also be submitted to the Purchasing Agent or his designee at the bid opening meeting, in the Anna J. Herbert Meeting Room of the Bayonne Board of Education, 669 Avenue A, Bayonne, New Jersey, prior to the advertised date and time. On the above advertised date and time, the Board Secretary shall publicly receive and open all bids. No Bids shall be received after the time designated in the advertisement (N.J.S.A. 18A:39-5). The Bayonne Board of Education does not accept electronic (e-mail) submission of Bids.

**All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.**

Each bid shall be accompanied by a bid bond, cashier’s check or certified check made payable to the Bayonne Board of Education, for five percent (5%) of the amount of the total bid.

Corporate, Partnership or LLC bidders are required by law (Chapter 33, Laws of 1977 as amended by Chapter 43, Laws of 2016) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all forms, may be cause for disqualification and rejection of the bid.

The Bayonne Board of Education reserves the right to reject any and all bids, pursuant to N.J.S.A. 18A:39-5, and to waive any informalities.

**BY ORDER OF THE BOARD OF EDUCATION OF THE CITY OF BAYONNE IN THE COUNTY OF HUDSON,**

Dr. GARY R. MAITA  
BOARD SECRETARY
Bayonne

BOARD OF EDUCATION

Hudson

COUNTY

2017-18

SCHOOL YEAR

BID SPECIFICATIONS

FOR

STUDENT TRANSPORTATION SERVICES

TO AND FROM SCHOOL

BID NUMBER 2018-01

LEGAL NOTICE
SPECIFICATIONS
PRESCRIBED QUESTIONNAIRE
STOCKHOLDERS‘ DISCLOSURE STATEMENT
AFFIRMATIVE ACTION QUESTIONNAIRE/STATEMENT
NON-COLLUSION AFFIDAVIT
BID SHEET

August 2016
SPECIFICATIONS FOR STUDENT TRANSPORTATION SERVICES
TO AND FROM SCHOOL

BAYONNE BOARD OF EDUCATION

2017-18 School Year

GENERAL PROVISIONS

1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.

2. The term of the contract shall, in general, be from September 1 through June 30 according to the school calendar. Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.

3. It is the intent of the Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The school calendar, copy attached, is part of these specifications and of the contract.

4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the board of education.

5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle(s) assigned to the routes specified herein shall not be utilized for other purposes during the time periods designated by the route descriptions.

6. Vehicle(s) shall arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.

7. No transportation contract shall be subcontracted without the prior written approval of the board of education.

8. Bids are to be placed in a sealed envelope and plainly marked, “BID FOR STUDENT TRANSPORTATION SERVICES, BAYONNE SCHOOL DISTRICT” and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the Bayonne Board of Education Business Office, located at 669 Ave A up to 2:00 PM prevailing time on March 13th, 2018.

9. If awarded a contract, your company/firm will ensure compliance with all applicable federal, state and local regulations and will certify such compliance to the board of education upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.

11. If any litigation should arise between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

VEHICLES

1. Transportation equipment shall be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district’s board of education.

2. All vehicles shall be systematically inspected twice within the year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.

3. The contractor shall provide and maintain an adequate number of school buses, including spares, to safely transport any and all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

ACCIDENT REPORTING

1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with N.J.A.C. 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with N.J.S.A. 39-4:130.

REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.
DRIVERS/AIDES

1. The driver shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.

2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor shall report this absence to the district transportation supervisor.

3. The bus driver shall be in full charge of the school bus at all times and will be required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.

4. A bus aide assigned to a route awarded by this bid shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and will be required to comply with the criminal background check and tuberculosis testing as prescribed by law.

5. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.

6. If, in the judgment of the Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

COUNTY SUPERINTENDENT APPROVAL

1. All transportation contracts require the approval of the County Superintendent of Schools.
PAYMENT TERMS

1. Payments to contractors shall be made on or about the 28th day of the month. Payments will be made in monthly installments, provided an appropriate invoice is submitted by the 15th.

2. The contractor shall execute the contract and submit it to the district board of education with all required related documents in order for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors shall visit the Department of Education’s Student Transportation website to become familiar with the contract to be executed.

3. Payment for the month of June will be made by August 15th.

4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.

5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board’s meeting schedule.

EMERGENCY PROVISIONS

1. In the event the school is closed due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the public school authorities providing transportation. Contractors are advised to listen to school closing announcements broadcast over the local networks.

2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.

BASIS OF BID AND ADJUSTMENTS

1. The bidder shall submit the bid on the bid sheet contained in these bid specifications. Bids shall be submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.

2. If any change in the described route results, the amount of the contract shall be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.

3. The net result of any mileage adjustment to a nonpublic school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and nonpublic.
INSURANCE COVERAGE

1. Unless otherwise specified by the board of education, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle Commission and Department of Education regulations. The board of education requires an insurance coverage greater than the minimum amount, the contractor shall provide automotive liability insurance in the amount of $1,000,000 combined single limit per occurrence. Bidders will be required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract is to be presented by the successful bidder. The certificate of insurance shall state that the contracting board of education is an additional insured party to the policy.

2. The district board of education and the Executive County Superintendent shall be notified by the insured whenever any policy is cancelled. Notification shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.

3. The contractor will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

BID GUARANTEE

1. Each bid shall be accompanied by a bid bond, cashier’s or certified check for a minimum of five percent (5%) unless a greater percentage is specified by the board for ten percent (10%) of the amount of the annual contract cost, but in no case may the certified check, cashier’s check or bid bond exceed $50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee shall be identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts shall be calculated by multiplying the total per diem cost by 180 days.

2. Each bid shall be accompanied by a Consent of Surety.

3. PERFORMANCE GUARANTEE

1. A corporate performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. The performance guarantee shall be identified by the multi contract number or route number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond to be provided for per diem contracts shall be equal to the total per diem bid multiplied by 180 days.

(actual # of days in school calendar or 180 days)
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond will ensure that the bondspersons providing the performance guarantee provide a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Additionally, evidence of the value of the property listed as security shall be provided upon request.

**BREACH OF CONTRACT/PENALTIES**

1. In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor shall be considered in breach of contract. Cancellation of the contract and/or enforcement of contractor’s performance bond may result.

**TRAINING PROGRAMS**

1. The contractor will ensure that drivers and aides are properly trained to perform their duties.

2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.

3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

**ROUTES**

1. Within 10 days of the start of the contract, the contractor shall submit to the district board of education a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the board of education on the route description contained in the bid.

**MODIFICATIONS**

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail to all bidders who requested specifications.

2. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of the State Board of Education.
AFFIRMATIVE ACTION

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

STOCKHOLDER DISCLOSURE

1. All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation’s stock, or the individual partner’s 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

BUSINESS REGISTRATION

1. All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

DRUG AND ALCOHOL TESTING

1. If awarded a contract, your company/firm will be required to certify to the board of education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

BACKGROUND CHECK

1. The contractor shall ensure compliance with the requirements of N.J.S.A. 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.
DRIVER AND AIDE TRAINING

1. The contractor shall ensure compliance with the requirements of N.J.S.A. 18A:39-19.2 and 3 governing the training of school bus drivers and aides, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

TUBERCULOSIS TESTING

1. The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with N.J.A.C. 6A:32-6.3.

DISCLOSURE OF POLITICAL CONTRIBUTIONS

1. The contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate in excess of $50,000 from public entities in a calendar year. It is the contractor’s responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

THE FOLLOWING DOCUMENTS MUST SUBMITTED IN ORDER FOR YOUR BID TO BE CONSIDERED:

Bidder’s Guarantee
Business Registration Certificate
Evidence of the Bidder’s Ability to Obtain the Required Insurance Coverage
Omnibus Transportation Employee Testing Act Compliance Assurance
School Bus Driver Annual Certification Compliance Assurance
Disclosure of Investment Activities in Iran
Prescribed Questionnaire
Consent of Surety
Stockholder’s Disclosure Statement
Coordinated Transportation Services Agency Membership Form (CTSA only)
Affirmative Action Documentation or Questionnaire
Non-Collusion Affidavit
Bid Sheet
BAYONNE BOARD OF EDUCATION

Bid No: TR 2018-01

SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES – TO AND FROM SCHOOL

BID DOCUMENT CHECKLIST

Please initial on the line to the left, indicating acknowledgment or completion and submission of the item, as applicable. If there is a corresponding Form listed on the right, please use the form provided by the Bayonne Board of Education, and submit the form with your bid package.

A. Bid packages must be submitted in duplicate on the proposed forms as provided, and in the manner designated. The Bayonne Board of Education will accept one original bid package and one copy of the bid package. Please include all items, organized as follows:

1. Bid Sheet (Summary)
2. Prescribed Form of Questionnaire
3. Statement of Assurance: School Bus Driver Annual Certification to the Executive County Superintendent of Schools
4. Bid Sheet (For Each Individual Route)
5. Bid Guarantee (Bid Bond, Cashier’s Check, or Certified Check)
6. Consent of Surety
8. Evidence of the Bidder’s Ability to Obtain the Required Insurance Coverage
9. Omnibus Transportation Employee Testing Act Compliance Assurance
10. Coordinated Transportation Services Agency Membership Form (CTSA only)
11. Acknowledgment of Addenda
12. Affirmative Action Questionnaire or Certificate of Employee Information Report Stapled to Questionnaire
13. Mandatory Equal Employment Opportunity Language (Exhibit A)
14. Chapter 271 Political Contribution Disclosure Form
15. Non-Collusion Affidavit
16. Stockholders'/Partnership Disclosure Affidavit, and Ownership Declaration
17. Americans With Disability Act of 1990 Language (Appendix A)
18. Disclosure of Investment Activities in Iran
19. IRS Form W-9

Page/Form

Page 10-11
Page 12
Page 13
Page 14-20

Form A
Form B
Form C
Form D
Form E
Form F
Form G
Form H
IRS W-9
BID SHEET

BAYONNE

Board of Education

Student Transportation Services

- Bids which do not include an adjustment amount will not be accepted.

- In the event bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.

- Alternate bids not solicited by the Board of Education will not be accepted.

- The following routes and aide (if applicable) are to be bid on a PER DIEM basis.

- Routes which require an aide are so indicated by an asterisk (*).

I hereby submit the following bid(s) to transport students during the 2017-2018 school year in accordance with your advertisement, specifications and route description.

<table>
<thead>
<tr>
<th>Route Number</th>
<th>Route Cost</th>
<th>Increase/Decrease Adjustment Cost</th>
<th>Per Diem Per Aide Cost (if applicable)</th>
<th>Final Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>207A</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>207B</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>287</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>200</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>086</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>302</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>303</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>
### BID SHEET (Continued)

<table>
<thead>
<tr>
<th>Route Number</th>
<th>Route Cost</th>
<th>Increase/Decrease Adjustment Cost</th>
<th>Per Diem Per Aide Cost (if applicable)</th>
<th>Final Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

**PER DIEM BID $** ___________ *(Include route and aide costs, where applicable.)*

**Bulk Bid** – If I am awarded all routes as identified by the individual routes bid above, a _____% deduction shall be applied to each route and aide cost, where applicable.

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

---

**Bidder’s Name** *(Print or Type)*

**Company Name**

**Company Address and Telephone Number**

---

**Bidder’s Signature**

**Date**
Bayonne Board of Education Bid  TR 2018-01

PRESCRIBED FORM OF QUESTIONNAIRE
(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached
_____ PERSONAL – Consent of Surety Attached

FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes _____ No _____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other bus transportation? Yes _____ No _____

2. If yes, how many years experience? __________

3. Briefly state the nature of this experience. __________________________________________

________________________________________

Company Name _________________________________________________________________

Address ________________________________________________________________

Authorized Bidder’s Name and Title _____________________________________________
(Print or Type)

Authorized Signature __________________________________________________________

12
STATEMENT OF ASSURANCE

SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS
(To accompany bid)

I certify compliance with the requirements of N.J.S.A. 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder’s Name and Title ________________________
(Print or Type)

Authorized Signature __________________________________

Company Name __________________________________________

Address ________________________________________________
PUPIL TRANSPORTATION – SPECIAL EDUCATION

SPECIFICATIONS

SCHOOL YEAR

2017-18

THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 207A

FROM: Bayonne, NJ

TO: DLC, Warren

NUMBER OF STUDENTS: 1

SCHOOL HOURS: 8:45AM- 2:45PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:
  • Restraint Training Certificate Required

AMOUNT PER DAY INCLUDING AIDE IF NEEDED: ____________________

IF AIDE IS NEEDED HOW MUCH IS PAID TO AIDE: ____________________

PRICE PER MILE: ____________________
THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 207B
FROM: Bayonne, NJ
TO: DLC, Warren

NUMBER OF STUDENTS: 1

SCHOOL HOURS: 8:45AM- 2:45PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:

- Student wears a EZ On adjustable custom made vest specifically compatible with a vehicle with top tether
- Wheelchair accessible
- Restraint Training Certificate Required

AMOUNT PER DAY INCLUDING AIDE IF NEEDED: ________________

IF AIDE IS NEEDED HOW MUCH IS PAID TO AIDE: ________________

PRICE PER MILE: ____________________
PUPEIL TRANSPORTATION – SPECIAL EDUCATION

SPECIFICATIONS

SCHOOL YEAR

2017-18

THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 287

FROM: Bayonne, NJ

TO: Horizon School and Horizon HS, Livingston NJ

NUMBER OF STUDENTS: 2

SCHOOL HOURS: 8:30AM-2:30PM

AIDÉ REQUIRED: YES

SPECIAL INSTRUCTIONS:
- This route has 2 stops that are 1.0 miles apart.
- Wheelchair accessible for both students.
- Air Conditioner must work properly.
- CPR training required for aide.

__________________________________________
__________________________________________
__________________________________________

AMOUNT PER DAY INCLUDING AIDÉ IF NEEDED: ________________

IF AIDÉ IS NEEDED HOW MUCH IS PAID TO AIDÉ: ________________

PRICE PER MILE: ________________
PUPIL TRANSPORTATION – SPECIAL EDUCATION

SPECIFICATIONS

SCHOOL YEAR

2017-18

THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 200

FROM: Bayonne, NJ

TO: DLC, New Providence

NUMBER OF STUDENTS: 1

SCHOOL HOURS: 8:45AM-2:45PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:

________________________________________________________

________________________________________________________

AMOUNT PER DAY INCLUDING AIDE IF NEEDED: ________________

IF ADIE IS NEEDED HOW MUCH IS PAID TO AIDE: ________________

PRICE PER MILE: ____________________________

17
THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 086
FROM: Bayonne, NJ
TO: Jardine School, Cranford NJ

NUMBER OF STUDENTS: 2
SCHOOL HOURS: 9:00AM – 2:30PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:

- 2 students require Medical transport
- 1 NJ State certified Emergency Medical Technician
- 1 Aide
- 1 NJDOH certified handicapped accessible van and 1 spare NJDOH certified van
- Two way radio communication with a 24 hour 911 dispatch center staffed by no less than 3 Emergency Medical Dispatchers Certified by Priority Dispatch
- Full equipped Medical Bag including oxygen
- GPS tracking with drive live cameras

AMOUNT PER DAY INCLUDING AIDE IF NEEDED: ______________________
IF ADIE IS NEEDED HOW MUCH IS PAID TO AIDE: ______________________
PRICE PER MILE: ______________________
PUPIL TRANSPORTATION – SPECIAL EDUCATION

SPECIFICATIONS

SCHOOL YEAR

2017-18

THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #:   RT. 302

FROM:   Hackensack, NJ

TO:   John M. Bailey School, Bayonne NJ

NUMBER OF STUDENTS: 1

SCHOOL HOURS:   8:40AM-2:50PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

AMOUNT PER DAY INCLUDING AIDE IF NEEDED:

IF AIDE IS NEEDED HOW MUCH IS PAID TO AIDE:

PRICE PER MILE:
THE DIRECTION OF THE VEHICLE FROM THE LAST STOP SHALL BE ALONG THE SAFEST MOST DIRECT ROUTE TO THE DESTINATION.

ROUTE #: RT. 303
FROM: Union City, NJ
TO: Bayonne Head Start, Bayonne NJ

NUMBER OF STUDENTS: 1

SCHOOL HOURS: 8:30AM-2:45PM

AIDE REQUIRED: YES

SPECIAL INSTRUCTIONS:

___________________________________________________________

___________________________________________________________

AMOUNT PER DAY INCLUDING AIDE IF NEEDED: ___________________

IF ADIE IS NEEDED HOW MUCH IS PAID TO AIDE: ________________

PRICE PER MILE: ___________________
Acknowledgment of Addenda

SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES – TO AND FROM SCHOOL

BID NO: **TR-2018-01**  
Bid Opening Date: **Tuesday, March 13th, 2018**

The bidder acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become part of this contract. The bidder shall list below the numbers and issuing dates of the Addenda.

<table>
<thead>
<tr>
<th>ADDENDA NO.</th>
<th>ISSUING DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Check Box if No Addenda Received

Name of Company ____________________________________________

Street Address ____________________________________________ P.O. Box ______________

City, State, Zip ____________________________________________

Name of Authorized Representative ____________________________

Signature ____________________________________________ Date ______________
To be completed and signed below. Return With Bid

AFFIRMATIVE ACTION QUESTIONNAIRE
SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES – TO AND FROM SCHOOL

Bid No. 2018-01

Bid Date: Tuesday, March 13th, 2018

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. □ Yes □ No

   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report □ Yes □ No

   If yes, please attach a copy of the certificate to this questionnaire.

5. If you answered "NO" to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

   a. Click on “Employee Information Report”
   b. Complete and submit the form with the appropriate payment to:

      Department of Treasury
      Division of Public Contracts/EEO Compliance
      P.O. Box 209
      Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name:

Signature

Title ___________________________ Date ___________________________

Name of Company

Address

City, State, Zip

FORM B
Form C

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
Form C

sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division’s website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(Revised: January, 2016)

Signature: ____________________________

Print Name: ___________________________

Title: ________________________________

Company: ____________________________
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

"N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”"
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

<table>
<thead>
<tr>
<th>Vendor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
</table>

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

- [ ] Check here if disclosure is provided in electronic form.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Check here if the information is continued on subsequent page(s)
Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ___ of _____

Vendor Name:

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

☐ Check here if the information is continued on subsequent page(s)

**Senate Leadership:**

- Senate President: Stephen M. Sweeney (District 3)
- Majority Leader: Loretta Weinberg (District 37)
- President Pro Tempore: M. Teresa Ruiz (District 29)
- Deputy Majority Leaders: Sandra B. Cunningham (District 31), Paul A. Sarlo (District 36)
- Assistant Majority Leaders: James Beach (District 6), Linda Greenstein (District 14)
- Democratic Conference Chair: Robert M. Gordon (District 38)

**Senate Republican Leadership**

- Republican Leader: Thomas H. Kean Jr. (District 21)
- Deputy Minority Leader: Robert W. Singer (District 30)
- Conference Leader: Steven V. Oroho (District 24)
- Deputy Conference Leader: Chris A. Brown (District 2)
- Republican Whip: Joseph Pennacchio (District 26)
- Deputy Whip: Dawn Marie Addiego (District 8)
- Republican Budget Officer: Anthony R. Bucco (District 25)

**Secretary of the Senate:** Jennifer A. McQuaid

**General Assembly**

**Assembly Democratic Leadership**

- Assembly Speaker: Craig J. Coughlin (District 19)
- Majority Leader: Louis D. Greenwald (District 6)
- Speaker Pro Tempore: Jerry Green (District 22)
- Majority Conference Leader: Shavonda F. Sumter (District 35)
- Deputy Speakers: John J. Burzichelli (District 3), Wayne P. DeAngelo (District 14), Mila M. Jasey (District 27), Gordon M. Johnson (District 37), Pamela R. Lampitt (District 6), Gary S. Schaer (District 36), Valerie Vainieri Huttle (District 37), Benjie F. Wimberly (District 35), Joseph V. Egan (District 17), Thomas P. Giblin (District 34), Reed Gusciora (District 15), Eric Houghtaling (District 11), Annette Quijano (District 20), Adam J. Taliaferro (District 3)
- Deputy Majority Leaders:
- Deputy Speaker Pro Tempore: Nancy J. Pinkin (District 18)
- Deputy Conference Leader: Tim Eustace (District 38)
- Parliamentarian: Joann Downey (District 11)
- Deputy Parliamentarian: Nicholas Chiaramalloti (District 31)
- Majority Whip: Raj Mukherji (District 33)
- Deputy Whips: Arthur Barca (District 5), Robert J. Karabinchak (District 18), John J. Burzichelli (District 3), John J. Burzichelli (District 3), John J. Burzichelli (District 3), John J. Burzichelli (District 3), John J. Burzichelli (District 3)
- Appropriations Chair: Eliana Pintor Marin (District 29)
- Budget Chair: Vincent Prieto (District 32)
- Speaker Emeritus:

**Assembly Republican Leadership**

- Republican Leader: Jon M. Bramnick (District 21)
- Conference Leader: Anthony M. Bucco (District 25)
- Republican Whip: Nancy F. Munoz (District 21)
- Deputy Republican Leaders: Ronald S. Dancer (District 12)
Assistant Republican Leaders:

Amy H. Handlin (District 13)
David W. Wolfe (District 10)
BettyLou DeCree (District 26)
Holly T. Schepisi (District 39)
Erik Peterson (District 23)
John DiMaio (District 23)
Jay Webber (District 26)
Michael Patrick Carroll (District 25)
DiAnne C. Geve (District 9)
Brian L. Rumpf (District 9)

Assembly Clerk: Dana M. Barley

State of New Jersey:

Legislative District #31:

Senator: Sandra B. Cunningham
Assembly: Nicholas Chiaravalloti

County of Hudson:
County Executive: Thomas A. DeGise

Freeholders:
Kenneth Kopacz District 1 (Bayonne's District)
William O'Dea District 2
Jerry Walker District 3
Joel Torres District 4
Anthony L. Romano, Jr. District 5

Tito Rivas District 6
Caridad Rodriguez District 7
Anthony P. Vainieri, Jr. District 8 Chairman
Albert J. Cifelli District 9

Other Elected Officials:
County Clerk: Barbara A. Netchert
Sheriff: Frank X. Schillari

City of Bayonne:
Mayor: James M. Davis

Register: Diane Coleman
Surrogate: Joseph J. Ryglicki

Council:
Sharon Ashe-Nadrowski At-Large / President
Juan M. Perez At-Large
Thomas J. Cotter First Ward
Salvatore Gullace Second Ward
Gary LaPelusa, Sr. Third Ward

Bayonne Board of Education Trustees:
Joseph Broderick President
Denis F. Wilbeck Vice-President
Michael Alonso
Carol Cruden
Mary Jane Desmond
Ava J. Finnerty
Mikel B. Lawandy
Christopher Munoz
Charles Ryan
Maria Valado
Form E

NON-COLLUSION AFFIDAVIT

SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES – TO AND FROM SCHOOL

BID NO: 2018-01

Bid Opening Date: Tuesday, March 13th, 2018

State of ________________________

County of ________________________

I, ____________________________ of ____________________________ (name of affiant) (name of municipality)

in the County of ________________________ and State of ________________________ of full age, being duly sworn

according to law on my oath depose and say that:

I am ____________________________ of the firm of ____________________________

(title or position) (name of firm)

and the bidder making the Proposal for the above named contract, and that I executed the said proposal with full authority to
do so; that I have not, directly or indirectly entered into any agreement, participated in any collusion, discussed any or all
parts of this proposal with any potential bidder, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and
correct, and made with full knowledge that the Board of Education of the City of Bayonne relies upon the truth of the
statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said
bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an
agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona
fide established commercial or selling agencies maintained by

________________________________________
(Print Name of Contractor)

Subscribed and sworn to __________________________________________

(SIGNATURE OF CONTRACTOR)

before me this __________ day of ____________________________, __________

(Month) (Year)

________________________________________
(Print Name of Notary Public)

My Commission expires ________________

(Month) (Date) (Year)

FORM E
FORM F

STATEMENT OF OWNERSHIP DISCLOSURE

Special Education Student Transportation Services – To and From School

Bid Number - TR 2018-01

Bid Opening Date - Tuesday, March 13th, 2018

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:

Organization Address:

Part I  Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type)  ☐ Limited Liability Company (LLC)

☐ Partnership  ☐ Limited Partnership  ☐ Limited Liability Partnership (LLP)

☐ Other (be specific):

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

(Please attach additional sheets if more space is needed):

<table>
<thead>
<tr>
<th>Name of Individual or Business Entity</th>
<th>Home Address (for Individuals) or Business Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FORM F
**Part III** DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

<table>
<thead>
<tr>
<th>Website (URL) containing the last annual SEC (or foreign equivalent) filing</th>
<th>Page #’s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

<table>
<thead>
<tr>
<th>Stockholder/Partner/Member and Corresponding Entity Listed in Part II</th>
<th>Home Address (for Individuals) or Business Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part IV** Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Bayonne Board of Education is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with The Board of Education to notify the Board of Education in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

<table>
<thead>
<tr>
<th>Full Name (Print):</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form G

APPENDIX A

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The contractor and the Bayonne Board of Education, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. § 12201 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Signature: ____________________________

Print Name: __________________________

Title: ________________________________

Company: ____________________________
To be completed and signed below.

Bayonne Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: TR 2018-01
Bidder/Offeror:

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN –
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: __________________________ Relationship to Bidder/Offeror ________________

Description of Activities ____________________________________________________________

Duration of Engagement __________________________ Anticipated Cessation Date __________

Bidder/Offeror Contact Name __________________________ Contact Phone Number __________

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): __________________________ Signature __________________________

Title: __________________________ Date: __________________________

Name of Company: __________________________ City/State/Zip: __________________________

DDP Standard Forms Packet (11/2013)
W-9

Form
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=Corporation, S=S corporation, P=partnership)
   - Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 5. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 9.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer Identification number

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments: Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X
Form W-9 (Rev. 12-2014)

IRS FORM W-9
Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1448 on any foreign partners’ share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to pay the tax on behalf of any foreign person, and pay the section 1466 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1466 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:
- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust other than a grantor trust, the U.S. trust other than a grantor trust and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or a U.S. branch of a foreign bank that has elected to be treated as a U.S. person, you may use Form W-9 instead of the appropriate Form W-8 or Form 8233.

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the forms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim a tax exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the treaty tax that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. The sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-9 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you under certain conditions are withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, and nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).

3. The IRS tells the requester that you furnished an incorrect TIN.
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only). or
5. You do not certify the requester that you are not subject to backup withholding under 4 above (for reportable Interest and dividend accounts opened after 1983 only).

Certain payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate instructions for the Requester of Form W-9 for more information.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the instructions for the Requestor of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $50 penalty.

Criminal penalty for falsifying information. With willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1
You must enter one of the following on this line: do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

a. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(20)(ii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first name that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 1. “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-9 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.
Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.
- Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "PC" for C corporation or "S" for S corporation, if it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box instead check the first box in line 3 "Individual/sole proprietor or single-member LLC.".

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.
- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorney's fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.
1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(h)(2).
2. The United States or any of its agencies or instrumentalities.
3. A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities.
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities.
5. A corporation.
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession.
7. A futures commission merchant registered with the Commodity Futures Trading Commission.
8. A real estate investment trust.
9. An entity registered at all times during the tax year under the Investment Company Act of 1940.
10. A common trust fund operated by a bank under section 584(a).
11. A financial institution.
13. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

If the payment is for... | THEN the payment is exempt for...
--- | ---
Interest and dividend payments | All exempt payees except for 7.
Broker transactions | Exempt payees 1 through 4 and 8 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends | Exempt payees 1 through 4.
Payments over $600 required to be reported and direct sales over $5,000 | Generally, exempt payees 1 through 9.
Payments made in settlement of payment card or third party network transactions | Exempt payees 1 through 4.

*See Form 1099-MISC, Miscellaneous Income, and its instructions.

1 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" or any similar indication (written on the line for "for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B—The United States or any of its agencies or instrumentalities.
C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities.
D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(d)(1)(i).
E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1G(d)(1).
F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the law of the United States or any state.
G—A real estate investment trust.
H—A regulated investment company as defined in section 581 or an entity registered at all times during the tax year under the Investment Company Act of 1940.
I—A common trust fund as defined in section 584(a).
J—A bank as defined in section 581.
K—A broker.
L—A trust exempt from tax under section 664 or described in section 4947(a)(1).
M—A tax exempt trust under section 403(b) plan or section 457(g) plan.

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5
Enter your address (number, street, and apartment or suite number), this is where the requester of this Form W-9 will mail your information returns.

Line 6
Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner’s SSN or EIN (if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN. Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov, or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-8, but do not have a TIN, apply for a TIN and write "Applied For" in the spaces for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Cautions: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

IRS FORM W-9