

**RIVERSIDE TOWNSHIP  
BOARD OF EDUCATION**

**BURLINGTON  
COUNTY**

**2023-2024  
SCHOOL YEAR**

**BID SPECIFICATIONS**

**FOR**

<b>2023-2024 SPORTS TRANSPORTATION</b>
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**STUDENT TRANSPORTATION SERVICES**

**BID NUMBER 24-T1**

**LEGAL NOTICE  
SPECIFICATIONS  
PRESCRIBED QUESTIONNAIRE  
STATEMENT OF OWNERSHIP DISCLOSURE  
AFFIRMATIVE ACTION QUESTIONNAIRE/STATEMENT  
NON-COLLUSION AFFIDAVIT  
BID SHEET**

**July 7, 2023**

## **LEGAL NOTICE**

The School Business Administrator/Board Secretary of the Riverside Township Board of Education, in the County of Burlington, State of New Jersey, by authority of said Board, solicits sealed bids for student transportation. Bids to be received at the Business Office of the Riverside Township Board of Education, located at 112 E Washington Street, Riverside, NJ 08075 up to 3:00 PM prevailing time on August 7, 2023.

### **STUDENT TRANSPORTATION SERVICES – SPORTS TRANSPORTATION 2023-2024 School Year**

**Bid Number 24-T1**

Specifications are available upon request at the Business Office of the Riverside Township Board of Education, located at 112 E Washington Street, Riverside, NJ 08075.

All bids must be submitted on the bid form contained in these specifications. Bids which are not submitted on such form may be rejected.

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

The Board of Education reserves the right to reject any or all bids.

By order of the Riverside Township Board of Education

Robert O'Brien  
School Business Administrator/Board Secretary

DATE: July 3, 2023

**SPECIFICATIONS FOR SCHOOL RELATED ACTIVITY**  
**STUDENT TRANSPORTATION SERVICES**

RIVERSIDE TOWNSHIP BOARD OF EDUCATION

2023-2024 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. Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.
3. The Board of Education intends 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 these specifications.
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 transportation specified herein shall not be utilized for other purposes during the time periods designated.
6. Vehicle(s) shall arrive and/or depart the destinations as required.
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 (SPORTS TRANSPORTATION), RIVERSIDE TOWNSHIP 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 Riverside Township Board of Education Business Office, located at 112 E Washington Street, Riverside, NJ 08075 up to 3:00 PM prevailing time on August 7, 2023.
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 commences 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 must be systematically inspected twice within the school 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 buses, including spares, to safely perform the transportation required by these specifications 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 applicable federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, *N.J.S.A. 18A:6-7.6* through *18A:6-7.12* and *N.J.S.A. 18A:39-17* through *20* (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transportation students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.
2. 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.
3. A bus aide 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 aides in all applicable state and local regulations.
4. 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.
5. If the Board of Education finds 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. Contracts will be calculated based on the actual services performed. Payments to contractors shall be made on or about the 12<sup>th</sup> day of the month. Payments will be made monthly, provided an appropriate invoice is submitted by the 5<sup>th</sup> day of the month.
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. 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 a scheduled trip is cancelled 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 as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If an adjustment is required, it shall be in accordance with the provisions specified in the bid.

### **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 five percent (5%) of the sum of all individual bid amounts times the number of estimated trips as specified on the enclosed bid sheet, 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).
2. Each bid shall be accompanied by a Consent of Surety.

## **PERFORMANCE GUARANTEE**

1. A corporate performance surety bond shall be required by the successful bidder in an amount equal to the estimated annual contract amount based on the bid amount times the estimated number of trips, or an amount specified by the board. The performance guarantee shall be identified by the multi contract number or route/trip number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications.
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 must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at *N.J.S.A. 18A:39-19.1a* and *N.J.A.C. 6A:27-11.3*. This training requirement must be completed twice each calendar year.
2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides according to *N.J.S.A. 18A:39-19.1a* and *N.J.A.C. 6A:27-11.3* twice each calendar year.

## **TRIPS**

1. The travel route of the vehicle shall be the safest most direct route to and from the destination.

## **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.

## **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 will 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 must 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:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors must furnish such reports or other documents to the Division of Contract Compliance & EEO as requested by the office from time to time to carry out the purposes of these regulations. Public agencies will furnish such information as requested by the Division of Contract Compliance & EEO to conduct a compliance investigation pursuant to Subchapter 10 of the Administrative Code at *N.J.A.C. 17:27*.

### **OWNERSHIP 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 CHECKS**

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.
2. The contractor must ensure compliance with the requirements of *NJSA 18A:6-7.6* through 12 governing child abuse and sexual misconduct checks. Additional information on this requirement is available from the Office of Criminal History Review on the “Pre Employment Resources” webpage:  
<https://www.state.nj.us/education/educators/crimhist/preemployment/>.

### **DRIVER AND AIDE TRAINING**

1. The contractor must comply with the requirements of *N.J.S.A. 18A:39-19.1a*, 2, and 3 governing the training of school bus drivers and aides and must annually submit required documents to the county superintendent of schools on or before August 31<sup>st</sup> or upon employment for newly hired drivers and/or aides.

### **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](http://www.elec.state.nj.us).

## **MAINTENANCE OF CONTRACT RECORDS**

1. The relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to *N.J.S.A. 52:15C-14(d)*. The contractor must maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. These records must be available to the New Jersey Office of the State Comptroller upon request.

## **NOTIFICATION REQUIRED WHEN A SCHOOL BUS DRIVER'S LICENSE IS SUSPENDED OR REVOKED**

1. When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had her bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board of contractor.

## **THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND 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/Russia/Belarus  
Prescribed Questionnaire  
Consent of Surety  
Statement of Ownership Disclosure  
Affirmative Action Documentation or Questionnaire  
Non-Collusion Affidavit  
Bid Sheet

## **ROUTE DESCRIPTION**

### **SPORTS TRANSPORTATION**

Sports buses provide transportation for students attending school-sponsored sporting events. The starting destination for all sports is Riverside Township Public Schools located at 112 E Washington Street, Riverside, NJ 08075. After the students are transported to the specific destination(s), the students will be transported back to Riverside Township Public Schools at the conclusion of the scheduled activities.

Minimum Vehicle Capacity: 54

Equipment: Conventional, 54-passenger school bus equipped with seatbelts and video camera.

Below is a list of sporting events for the 2022-2023 school year and the number of buses required for each trip. It is anticipated that similar sporting events will occur in the 2023-2024 school year. The below list is not guaranteed and additional trips may be added. It is anticipated that all sporting events will be scheduled during after school hours (2:30pm and later) on weekdays and 8:00am and later on weekends. The contractor who submits the lowest bid shall be notified of the dates and times for the field trips as soon as they are finalized with the respective destinations. In the event the contractor who submits the lowest bid is unable to provide the specified transportation once the dates and times are finalized, quotations will be solicited from other contractors on a per trip basis. The contractor who submits the lowest bid for the below list of sports trips shall receive preference for any additional sports trips that are added.

<b>Time</b>	<b>Date</b>	<b>Team</b>	<b>Destination</b>	<b>City/State</b>	<b># of Buses</b>
08/19/2022	10:00am	V Football	Holy Cross	Delran, NJ	4
08/26/2022	9:00am	V Football	Palmyra HS	Palmyra, NJ	4
08/31/2022	10:00am	Boys V & JV Soccer	Ewing HS	Ewing, NJ	1
09/01/2022	3:45pm	Boys V & JV Soccer	Audubon HS	Audubon, NJ	1
09/01/2022	4:00pm	Boys & Girls V Cross Country	Moorestown Friends	Moorestown, NJ	1
09/03/2022	10:00am	V Football	Princeton HS	Princeton, NJ	4
09/08/2022	3:45pm	Boys V Soccer	New Egypt HS	New Egypt, NJ	1
09/08/2022	3:45pm	Girls V Volleyball	Our Lady of Mercy Academy	Newfield, NJ	1
09/09/2022	3:45pm	Boys V Soccer	Burlington City HS	Burlington City, NJ	1
09/10/2022	9:00am	Boys & Girls V Cross Country	Cherokee HS	Marlton, NJ	1
09/12/2022	3:45pm	Boys V & JV Soccer	Maple Shade HS	Maple Shade, NJ	1
09/12/2022	3:45pm	Girls V Soccer	Burlington City HS	Burlington City, NJ	1
09/13/2022	3:45pm	Boys & Girls V Cross Country	Palmyra Cove	Palmyra, NJ	1
09/15/2022	3:45pm	Girls V Volleyball	Triton Regional	Runnemede, NJ	1
09/16/2022	3:45pm	V Field Hockey	New Egypt HS	New Egypt, NJ	1
09/17/2022	9:00am	Boys & Girls V Cross Country	Rancocas Valley Regional	Eastampton, NJ	1
09/19/2022	3:45pm	V Field Hockey	Pemberton Township HS	Pemberton, NJ	1
09/19/2022	3:45pm	Boys V Soccer	Willingboro HS	Willingboro, NJ	1

09/19/2022	4:00pm	JV Football	Schalick High School	Pittsgrove, NJ	1
09/21/2022	3:45pm	Boys V & JV Soccer	Palmyra HS	Palmyra, NJ	1
09/21/2022	3:45pm	Girls V Soccer	Willingboro HS	Willingboro, NJ	1
09/22/2022	3:45pm	Girls V Soccer	Gloucester City Jr-Sr	Gloucester City, NJ	1
09/22/2022	4:00pm	V Field Hockey	Clayton HS	Clayton, NJ	1
09/23/2022	3:45pm	Boys V Soccer	BCIT Medford	Medford, NJ	1
09/24/2022	10:00am	Girls V Volleyball	Burlington City HS	Burlington City, NJ	1
09/24/2022	11:00am	Girls V Soccer	South Hunterdon Regional	Hunterdon, NJ	1
09/26/2022	3:45pm	Girls JV Volleyball	Pennsauken Tech	Pennsauken, NJ	1
09/26/2022	4:00pm	JV Football	Pitman HS	Pitman, NJ	1
09/26/2022	5:00pm	Girls V Volleyball	Pennsauken Tech	Pennsauken, NJ	1
09/27/2022	3:45pm	Boys & Girls V Cross Country	Pinewald Field	Burlington, NJ	1
09/27/2022	3:45pm	V Field Hockey	Pennsauken HS	Pennsauken, NJ	1
09/27/2022	3:45pm	Girls V Soccer	New Egypt HS	New Egypt, NJ	1
09/28/2022	3:45pm	V Field Hockey	Holy Cross	Delran, NJ	1
09/28/2022	3:45pm	Boys MS Soccer	Camden Promise Charter	Camden, NJ	1
09/30/2022	3:45pm	V Field Hockey	Maple Shade HS	Maple Shade, NJ	1
09/30/2022	3:45pm	Girls MS Soccer	Paul Robeson Charter School	Trenton, NJ	1
09/30/2022	7:00pm	V Football	Bishop Eustace Preparatory	Pennsauken, NJ	4
10/03/2022	6:30pm	Boys V Soccer	Bordentown Regional HS	Fieldsboro, NJ	1
10/03/2022	6:30pm	Girls V Soccer	Gateway Regional HS	Woodbury Heights, NJ	1
10/06/2022	3:45pm	MS Field Hockey	Bordentown Middle School	Fieldsboro, NJ	1
10/06/2022	3:45pm	Boys V & JV Soccer	Pemberton Township HS	Pemberton, NJ	1
10/07/2022	3:45pm	Girls MS Soccer	Phifer Middle	Pennsauken, NJ	1
10/11/2022	3:45pm	Boys & Girls V Cross Country	New Egypt HS	New Egypt, NJ	1
10/11/2022	3:45pm	Girls V & JV Volleyball	Triton Regional HS	Runnemede, NJ	1
10/12/2022	3:45pm	Girls MS Field Hockey	Collingswood Middle School	Collingswood, NJ	1
10/12/2022	3:45pm	Girls V & JV Volleyball	Florence Township Memorial HS	Florence, NJ	1
10/13/2022	3:45pm	V Field Hockey	Burlington City HS	Burlington City, NJ	1
10/13/2022	3:45pm	Boys V & JV Soccer	BCIT Westampton	Westampton, NJ	1
10/13/2022	3:45pm	Girls V Volleyball	STEM Civics Charter	Trenton, NJ	1
10/14/2022	3:30pm	Boys & Girls V Cross Country	Mill Creek Park	Willingboro, NJ	1
10/17/2022	3:45pm	Girls MS Field Hockey	Helen A. Fort Middle	Pemberton, NJ	1
10/17/2022	3:45pm	Boys MS Soccer	Willingboro Middle	Willingboro, NJ	1
10/17/2022	3:45pm	Girls V Soccer	Pennsauken HS	Pennsauken, NJ	1
10/18/2022	3:30pm	Girls MS Field Hockey	Burlington City Junior (Burlington City JS)	Burlington City, NJ	1
10/18/2022	3:45pm	Girls V & JV Volleyball	Camden Academy Charter	Camden, NJ	1
10/19/2022	3:30pm	Boys & Girls V Cross Country	New Egypt HS	New Egypt, NJ	1
10/19/2022	3:45pm	Girls MS Field	Pennsauken Middle	Pennsauken, NJ	1

		Hockey			
10/19/2022	3:45pm	Girls MS Soccer	Camden Promise Charter	Camden, NJ	1
10/20/2022	3:45pm	Girls MS Field Hockey	New Egypt Middle	New Egypt, NJ	1
10/20/2022	6:30pm	Boys V Soccer	Holy Cross	Delran, NJ	1
10/21/2022	3:45pm	V Field Hockey	Overbrook HS	Pine Hill, NJ	1
10/21/2022	3:45pm	Girls V Soccer	Florence Township Memorial HS	Florence, NJ	1
10/21/2022	3:45pm	Girls V & JV Volleyball	Pennsauken HS	Pennsauken, NJ	1
10/22/2022	12:00pm	V Football	Wildwood HS	Wildwood, NJ	4
10/24/2022	3:45pm	Boys MS Soccer	Helen A. Fort Middle	Pemberton, NJ	1
10/25/2022	3:45pm	Boys & Girls V Cross Country	BCIT Westampton	Westampton, NJ	1
10/25/2022	3:45pm	Girls MS Field Hockey	Maple Shade Middle	Maple Shade, NJ	1
10/25/2022	4:00pm	Girls V Soccer	Doane Academy	Burlington, NJ	1
10/27/2022	3:45pm	Boys MS Soccer	Phiher Middle	Pennsauken, NJ	1
10/28/2022	4:00pm	Girls V Volleyball	South River HS	South River, NJ	1
10/29/2022	3:45pm	Boys & Girls V Cross Country	Dream Park	Logan Twp, NJ	1
10/29/2022	10:00am	Girls V Soccer	Highland Park HS	Highland Park, NJ	1
10/31/2022	2:00pm	Boys V Soccer	Palmyra HS	Palmyra, NJ	1
10/31/2022	3:00pm	V Field Hockey	Woodstown HS	Woodstown, NJ	1
11/02/2022	3:45pm	Boys MS Soccer	Paul Robeson Charter	Trenton, NJ	1
11/03/2022	5:00pm	V Football	Palmyra HS	Palmyra, NJ	4
12/05/2022	3:45pm	Girls V & JV Basketball	Holy Cross	Delran, NJ	1
12/08/2022	3:45pm	V Wrestling	Burlington City HS	Burlington City, NJ	1
12/12/2022	3:45pm	Boys MS Basketball	Life Center Academy	Burlington, NJ	1
12/13/2022	3:45pm	MS Wrestling	C.W. Lewis Middle	Burlington, NJ	1
12/13/2022	4:15pm	Boys V & JV Basketball	Salem County Vocational & Technical School (NJ)	Pilesgrove, NJ	1
12/14/2022	4:00pm	V Wrestling	Lindenwold HS	Lindenwold, NJ	1
12/15/2022	3:00pm	Girls V Basketball	Florence Township Memorial HS	Florence, NJ	1
12/15/2022	4:00pm	Boys MS Basketball	Doane Academy	Burlington, NJ	1
12/16/2022	3:45pm	Boys MS Basketball	STEM Civics Charter	Trenton, NJ	1
12/16/2022	5:00pm	Girls MS Basketball	Riverton Elementary School	Riverton, NJ	1
12/17/2022	9:00am	V Wrestling	Overbrook HS	Pine Hill, NJ	1
12/19/2022	3:45pm	Girls V Basketball	BCIT Medford	Medford, NJ	1
12/19/2022	5:00pm	Girls MS Basketball	Palmyra Middle	Palmyra, NJ	1
12/20/2022	3:45pm	Girls JV Basketball	KIPP Lanning Square Middle	Camden, NJ	1
12/21/2022	3:45pm	Boys & Girls MS Basketball	Ridgeway Middle	Edgewater Park, NJ	2
12/21/2022	3:45pm	Girls V & JV Basketball	Palmyra HS	Palmyra, NJ	1
12/27/2022	4:00pm	Boys V Basketball	Doane Academy	Burlington, NJ	1
12/28/2022	3:45pm	Boys V Basketball	Doane Academy	Burlington, NJ	1
12/28/2022	10:00am	V Wrestling	Clayton HS	Clayton, NJ	1
12/29/2022	9:30am	V Wrestling	Clayton HS	Clayton, NJ	1
12/30/2022	3:45pm	Boys V Basketball	Doane Academy	Burlington, NJ	1

01/05/2023	3:45pm	Girls V Basketball	STEM Civics Charter	Trenton, NJ	1
01/05/2023	3:45pm	MS Wrestling	DeMasi Middle	Marlton, NJ	1
01/06/2023	3:45pm	Boys & Girls MS Basketball	Maple Shade Middle	Maple Shade, NJ	2
01/06/2023	4:30pm	Girls V Basketball	Camden HS	Camden, NJ	1
01/06/2023	5:00pm	V Wrestling	Pennsauken HS	Pennsauken, NJ	1
01/07/2023	9:00am	V Wrestling	Burlington Township HS	Burlington, NJ	1
01/07/2023	10:00am	Boys V & JV Basketball	Bordentown Regional HS	Fieldsboro, NJ	1
01/08/2023	8:30am	V Wrestling	Timber Creek HS	Sicklerville, NJ	1
01/09/2023	3:45pm	Girls MS Basketball	Maple Shade Middle	Maple Shade, NJ	1
01/09/2023	4:00pm	Boys V & JV Basketball	New Egypt HS	New Egypt, NJ	1
01/10/2023	3:30pm	Boys & Girls MS Basketball	Delran Middle	Delran, NJ	2
01/10/2023	3:45pm	MS Wrestling	Harrington Middle	Mt. Laurel, NJ	1
01/11/2023	3:45pm	Boys MS Basketball	STEM Civics Charter	Trenton, NJ	1
01/11/2023	5:00pm	V Wrestling	Holy Cross	Delran, NJ	1
01/11/2023	5:15pm	Boys V & JV Basketball	Delran HS	Delran, NJ	1
01/13/2023	3:45pm	Girls MS Basketball	Riverton Elementary	Riverton, NJ	1
01/17/2023	3:30pm	MS Wrestling	Northern Burlington - Liberty	Columbus, NJ	1
01/17/2023	4:30pm	Boys V Basketball	Camden Prep	Camden, NJ	1
01/17/2023	6:00pm	V Wrestling	Palmyra HS	Palmyra, NJ	1
01/18/2023	3:45pm	Boys & Girls MS Basketball	Riverton Elementary	Riverton, NJ	2
01/18/2023	4:00pm	Boys V & JV Basketball	LEAP Academy University Charter	Camden, NJ	1
01/19/2023	3:45pm	MS Wrestling	Medford Middle	Medford, NJ	1
01/19/2023	5:00pm	V Wrestling	Willingboro HS	Willingboro, NJ	1
01/20/2023	3:45pm	Boys V & JV Basketball	Maple Shade HS	Maple Shade, NJ	1
01/20/2023	3:45pm	Girls V Basketball	Burlington City HS	Burlington City, NJ	1
01/23/2023	3:45pm	Boys V & JV Basketball	Palmyra HS	Palmyra, NJ	1
01/23/2023	3:45pm	Boys & Girls MS Basketball	Palmyra Middle	Palmyra, NJ	2
01/24/2023	3:30pm	MS Wrestling	Cinnaminson Middle	Cinnaminson, NJ	1
01/25/2023	3:45pm	Girls MS Basketball	Ridgeway Middle	Edgewater Park, NJ	1
01/27/2023	3:45pm	Boys V & JV Basketball	Florence Township Memorial HS	Florence, NJ	1
01/27/2023	4:00pm	V Wrestling	Gloucester City Town	Gloucester City, NJ	1
01/28/2023	10:00am	V Wrestling	Lenape HS	Marlton, NJ	1
01/30/2023	3:45pm	Girls V & JV Basketball	Maple Shade HS	Maple Shade, NJ	1
01/31/2023	3:45pm	Boys MS Basketball	Palmyra Middle	Palmyra, NJ	1
02/03/2023	6:00pm	V Wrestling	Penns Grove HS	Penns Grove, NJ	1
02/04/2023	9:00am	V Wrestling	Eastern HS	Voorhees, NJ	1
02/04/2023	11:30am	Boys V Basketball	Palmyra HS	Palmyra, NJ	1
02/08/2023	3:45pm	Girls V Basketball	Willingboro HS	Willingboro High School	1
02/08/2023	6:00pm	V Wrestling	Notre Dame	Lawrenceville, NJ	1
02/11/2023	8:15am	MS Wrestling	Bordentown Middle	Fieldsboro, NJ	1
02/11/2023	10:00am	V Wrestling	Seneca HS	Tabernacle, NJ	1

02/15/2023	3:45pm	Girls V Basketball	Doane Academy	Burlington, NJ	1
02/16/2023	4:00pm	Girls V Basketball	Pemberton Township HS	Pemberton, NJ	1
02/18/2023	9:00am	V Wrestling	Rancocas Valley Regional HS	Eastampton, NJ	1
02/19/2023	9:00am	V Wrestling	Churchill Junior High	East Brunswick, NJ	1
02/20/2023	1:00pm	Boys V Basketball	Burlington City HS	Burlington City, NJ	1
03/29/2023	3:45pm	MS Track	Northern Burlington Middle	Columbus, NJ	1
03/29/2023	3:45pm	Boys V & JV Volleyball	Pennsauken Tech	Pennsauken, NJ	1
03/30/2023	4:00pm	V Baseball	Hamilton West HS	Hamilton, NJ	1
04/03/2023	3:45pm	Boys & Girls V Track	Willingboro HS	Willingboro, NJ	1
04/03/2023	3:45pm	MS Track	Olson Middle	Tabernacle, NJ	1
04/03/2023	3:45pm	Boys V & JV Volleyball	Camden County Technical Schools	Sicklerville, NJ	1
04/05/2023	3:45pm	V Baseball	Pemberton Township HS	Pemberton, NJ	1
04/05/2023	3:45pm	MS Baseball	Delran Middle	Delran, NJ	1
04/05/2023	3:45pm	V Softball	Pemberton Township HS	Pemberton, NJ	1
04/05/2023	3:45pm	MS Softball	Delran Middle	Delran, NJ	1
04/08/2023	8:30am	Boys & Girls V Track	Lenape HS	Marlton, NJ	1
04/10/2023	10:00am	Boys V Volleyball	Burlington City HS	Burlington City, NJ	1
04/12/2023	10:00am	V Softball	Maple Shade HS	Maple Shade, NJ	1
04/15/2023	8:30am	Boys V Track	Moorestown HS	Moorestown, NJ	1
04/15/2023	10:15am	Girls V Track	Lenape HS	Marlton, NJ	1
04/17/2023	3:45pm	Boys & Girls V Track	Florence Township Memorial HS	Florence, NJ	1
04/17/2023	4:00pm	Boys V & JV Volleyball	Camden HS	Camden, NJ	1
04/18/2023	4:00pm	MS Baseball & Softball	Doane Academy	Burlington, NJ	2
04/19/2023	3:45pm	Boys V & JV Volleyball	Burlington Township HS	Burlington, NJ	1
04/20/2023	3:45pm	V Baseball	Palmyra HS	Palmyra, NJ	1
04/20/2023	4:00pm	V Softball	Doane Academy	Burlington, NJ	1
04/21/2023	3:45pm	V Baseball	BCIT Medford	Medford, NJ	1
04/21/2023	3:45pm	Boys & Girls V Track	Lenape HS	Marlton, NJ	1
04/21/2023	4:00pm	Boys & Girls V Track	Bishop Eustace Preparatory	Pennsauken, NJ	1
04/27/2023	3:45pm	Boys V Volleyball	STEM Civics Charter	Trenton, NJ	1
04/29/2023	10:00am	Boys JV Volleyball	Moorestown HS	Moorestown, NJ	1
05/01/2023	3:45pm	MS Baseball	Neeta Middle	Medford Lakes, NJ	1
05/01/2023	4:00pm	Boys V & JV Volleyball	LEAP Academy University Charter	Camden, NJ	1
05/04/2023	3:45pm	V Softball	BCIT Westampton	Westampton, NJ	1
05/04/2023	4:00pm	MS Track	Clayton HS	Clayton, NJ	1
05/04/2023	4:30pm	V Baseball	Overbrook HS	Pine Hill, NJ	1
05/05/2023	3:45pm	MS Baseball	Northern Burlington Middle	Columbus, NJ	1
05/05/2023	3:45pm	V Softball	Pennsauken HS	Pennsauken, NJ	1
05/05/2023	3:45pm	MS Softball	Northern Burlington Middle	Columbus, NJ	1
05/06/2023	1:00pm	Boys V Track	Delsea Regional HS	Franklinville, NJ	1



05/06/2023	1:00pm	Girls V Track	Rancocas Valley Regional	Eastampton, NJ	1
05/08/2023	3:45pm	MS Baseball & Softball	Cinnaminson Middle	Cinnaminson, NJ	2
05/08/2023	4:00pm	V Softball	Collingswood HS	Cinnaminson, NJ	1
05/09/2023	3:45pm	Boys & Girls V Track	Maple Shade HS	Maple Shade, NJ	1
05/10/2023	3:45pm	MS Track	Cinnaminson HS	Cinnaminson, NJ	1
05/10/2023	3:45pm	Boys V & JV Volleyball	Highland HS	Highland, NJ	1
05/10/2023	5:00pm	V Baseball	Collingswood HS	Collingswood, NJ	1
05/13/2023	9:00am	Boys & Girls V Track	Rancocas Valley Regional	Columbus, NJ	1
05/15/2023	3:45pm	MS Track	Indian Mills Middle	Shamong, NJ	1
05/15/2023	3:45pm	Boys V & JV Volleyball	Saint Augustine Prep	Richland, NJ	1
05/16/2023	3:45pm	V Softball	BCIT Medford	Medford, NJ	1
05/16/2023	3:45pm	Boys & Girls V Track	New Egypt HS	New Egypt, NJ	1
05/17/2023	3:30pm	Boys V Track	Pennsauken HS	Pennsauken, NJ	1
05/17/2023	3:45pm	V Softball	Burlington City HS	Burlington City, NJ	1
05/17/2023	6:00pm	V Baseball	Cinnaminson HS	Cinnaminson, NJ	1
05/18/2023	3:45pm	V Baseball	Holy Cross	Delran, NJ	1
05/20/2023	9:00am	Boys & Girls V Track	Pennsauken HS	Pennsauken, NJ	1
05/22/2023	4:00pm	V Baseball	Henry Hudson Regional	Highlands, NJ	1
05/23/2023	2:00pm	V Softball	Henry Hudson Regional	Highlands, NJ	1
05/25/2023	3:30pm	Boys & Girls V Track	Cherokee HS	Marlton, NJ	1
05/25/2023	4:00pm	V Baseball	Point Pleasant Beach HS	Point Pleasant, NJ	1
05/25/2023	4:00pm	Boys V Volleyball	McNair Academic HS	Jersey City, NJ	1
05/26/2023	3:00pm	V Softball	Keansburg HS	Keansburg, NJ	1
05/31/2023	4:00pm	V Softball	New Egypt HS	New Egypt, NJ	1
06/02/2023	3:30pm	Boys & Girls V Track	Pennsauken HS	Pennsauken, NJ	1
06/03/2023	9:00am	Boys & Girls V Track	Pennsauken HS	Pennsauken, NJ	1
06/10/2023	9:30am	Boys & Girls V Track	Franklin Twp. HS	Frankling Twp, NJ	1
06/15/2023	2:00pm	Girls V Track	Franklin Twp. HS	Frankling Twp, NJ	1

**STATEMENT OF ASSURANCE**

**OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE**

(To accompany bid)

The following firm

\_\_\_\_\_ is currently under contract

\_\_\_\_\_ will be contracted

to provide a controlled substance testing program to our company as required by the  
Omnibus Transportation Employee Testing Act:

Name of Firm: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

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

Address \_\_\_\_\_

**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 \_\_\_\_\_



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #:

VENDOR/BIDDER:

**PART 1**

**CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**

**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 nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged 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>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

**CHECK THE APPROPRIATE BOX**

**OR** A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

B. I am unable to certify as above because the Vendor/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 information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME:

RELATIONSHIP TO VENDOR/BIDDER:

DESCRIPTION OF ACTIVITIES:

DURATION OF ENGAGEMENT:

ANTICIPATED CESSATION DATE:

VENDOR/BIDDER CONTACT NAME:

VENDOR/BIDDER CONTACT PHONE No.:

*Attach Additional Sheets If Necessary.*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

## PREScribed FORM OF QUESTIONNAIRE

(To accompany bid)

# SURETY BOND

**X** 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 \_\_\_\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

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

**Name of**

**Organization:** \_\_\_\_\_

**Organization**

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

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

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)    ☐ Limited Liability Company (LLC)
- ☐ Partnership        ☐ Limited Partnership        ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

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

**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):

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

### **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.**

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

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

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

### **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 **Riverside Township 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 **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.

Full Name (Print):		Title:	
Signature:		Date:	

**AFFIRMATIVE ACTION**  
**QUESTIONNAIRE**  
(To accompany bid)

COMPANY NAME \_\_\_\_\_

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_ YES      \_\_\_\_ NO

- A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_ YES      \_\_\_\_ NO

- A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, P.O. Box 206, Trenton, NJ 08625. 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.

AUTHORIZED BIDDER \_\_\_\_\_  
(Print or Type)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_



**FORM OF NON-COLLUSION AFFIDAVIT**

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_,  
(city, town, borough)

of \_\_\_\_\_, in the County of \_\_\_\_\_,

State of \_\_\_\_\_, of full age, being duly sworn according to law on  
my oath depose and say that:

I am \_\_\_\_\_ of the firm/agency of \_\_\_\_\_, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

\_\_\_\_\_  
Company/Agency Name (Print or Type)

\_\_\_\_\_  
Authorized Representative - Name and Title (Print or Type)

\_\_\_\_\_  
Authorized Signature

(N.J.S.A. 52:34-15)

Bid Number \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
(Seal)

My commission expires \_\_\_\_\_, 20\_\_\_\_

**RIVERSIDE TOWNSHIP BOARD OF EDUCATION**  
**Prohibited Russia-Belarus Activities & Iran Investment Activities**

COMPANY, PERSON, OR ENTITY \_\_\_\_\_

**PART 1: CERTIFICATION**

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

**CONTRACT AWARDS AND RENEWALS**

☐ *I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**

☐ *I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**RIVERSIDE TOWNSHIP BOARD OF EDUCATION**  
**Prohibited Russia-Belarus Activities & Iran Investment Activities**

**IF UNABLE TO CERTIFY**

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

**PART 2: ADDITIONAL INFORMATION**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the **space below** and, if needed, on additional sheets provided by you.

**PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION**

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the Anytown Board of Education 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 Anytown Board of Education to notify the Anytown Board of Education in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the <Anytown Board of Education> and that the <Anytown Board of Education> at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Name of Company, Entity	_____		
Full Name (Print)	_____	Title	_____
Signature	_____	Date	_____

## BID SHEET

### Sports Transportation Services

Riverside Township

Board of Education

I hereby submit the following bids to transport students during the 2023-2024 school year in accordance with your advertisement and specifications.

TO BE COMPLETED BY THE BOARD OF EDUCATION					TO BE COMPLETED BY THE BIDDER		
Trip ID Number	Destination	Departure/ Return Time	<b><u>Basis of the Bid</u></b>  The basis of the bid shall include a cost per hour/per bus or per trip/per bus and the vehicle type/capacity. It may also include, any or all of, but not limited to, the following as is necessary to clarify the bid: time of day, day of week, special equipment, special instructions, number of vehicles required, the estimated number of trips, and whether an aide is required on a per hour or per trip basis.	Basis of the Adjustment	Per Bus Cost	Adjustment Provision Cost (If Applicable)	Per Aide Cost (If Applicable)
Sports Bus	Various Locations Riverside Township	Depart: Various / Arrive: N/A	Cost per trip/per bus for one (1) 54-passenger school bus per day (approximately 215 trips per year)	N/A			

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

Bidder's Name (Print or Type)

Company Name

Company Address and Telephone Number

Bidder's Signature