

DATE: September 16, 2010
TO: _____
ATT: Estimating / Office Administration
FROM: Angela Crossen
RE: Memorial Elementary School, East Brunswick, NJ
SUBMISSION OF PROPOSAL DOCUMENTS

Please fax documents
as soon as possible.

Hall Construction will be bidding the Memorial Elementary School Project.

If you will be sending us a proposal, we will need the following paperwork sent by end of business on Tuesday, September 21st.

1. Statement of Ownership
2. Business Registration
3. Public Works Certificate
4. Non Collision Affidavit
5. DPMC Classification
6. Amount of Uncompleted Contracts, DPMC Form 701
7. No Material Change of Circumstances Affidavit
8. No Department of Labor Registration Certificate
9. NJSDA Certificate of Prequalification
10. Business Entity Disclosure Certification

Blank Documents can be found on our website – <http://www.hallgc.com>
Go to the online planroom (top left hand corner of home page) and then go to Memorial Elementary School.

Phone: 732-938-4255

Fax: 732-938-4452

Please send documents beforehand – do not send with proposal.

If you **are not** sending us a proposal for this project, please fax this transmittal back stating that you are not bidding. Thank You.

STATEMENT OF OWNERSHIP

The undersigned submits the following disclosure information pursuant to P.L. 1977, C. 33 (N.J.S.A. 52:25-24.2), requiring the listing of 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 individual partners in the partnership who own a 10% or greater interest therein, as the case may be," and 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 partners owning 10% or greater interest in that partnership, as the case may be," and the "names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act...."

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner

Name/address of Stockholder/Partner
Use reverse side for other required disclosures

No individual stockholder or partners owns 10% or more of this corporation or partnership.
(Check if applicable.)

Dated: _____, 20__

Name and address of Contractor

By: _____

(Print or type name and official title)

NO COLLUSION AFFIDAVIT

State of New Jersey}

}ss.

County of _____}

Name of Project

I, _____, of the City of _____ in
the County of _____ and the State of _____, of full age,
being duly sworn according to law on my oath, depose and say that:

I am of the firm of

the bidder making the Proposal for the above named Project, 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, or otherwise taken any action in restraint of free, competitive bidding in connection with this project; that the prices in the bid have been arrived at independently, without collusion, consultation or communication for the purpose of restricting competition, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Owner 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 swear and affirm that the Bidder has not offered or tendered any payment of any fee, commission, or compensation of any kind or the granting of any gift or gratuity of any kind to any person in the employ of the Board of Education, any official thereof, or to any public agency providing funds for the project, in accordance with N.J.S.A. 52:34-15.

By: _____
Signature
(Print or Type Name) _____

(Title) _____

Sworn and subscribed to before me
this ___ day of _____, 20___

Notary Public of _____
My commission expires: _____, 20__.

NO MATERIAL CHANGE OF CIRCUMSTANCES AFFIDAVIT

I, _____, being of full age, under oath depose and say:

1. I am a(n) owner, partner, shareholder or officer of the company set forth below and am duly authorized to execute this affidavit on its behalf.

2. A statement as to the financial ability, adequacy of plant and equipment, organization and prior experience of the bidder, as required by N.J.S.A. 18A: 18A-28, has been submitted to the Department of Treasury within the last six (6) months preceding the date of opening of bids for this contract.

3. I certify, as required by N.J. S.A. 18A: 18A-32, that there has been no material adverse change in the qualification except:

SEAL

Firm

By: _____

Signature

(Print or Type Name) _____

(Title) _____

Sworn and subscribed to before me
this ___ day of _____, 20__

Notary Public of _____

My commission expires: _____, 20__.

**NO DEBARMENT/SUSPENSION/DISQUALIFICATION
AFFIDAVIT**

State of New Jersey }

} ss. _____

County of _____ }

Name of Project

I, _____, of the City of _____ in
the County of _____ and the State of _____, of full age,
being duly sworn according to law on my oath, depose and say that:

I am the owner, an officer, or a partner of the firm of _____
(the "Bidder"), which is bidding on the above-referenced project. Neither the Bidder nor its
principals:

A. are currently debarred, suspended, proposed for debarment, declared ineligible, or
voluntarily excluded from bidding or contracting by any agency of government including but not
limited to federal, state, regional, county, or local government agency in this or any other state
including any department, division, commission, authority, office, branch, section, and political
subdivision or other governmental or quasi-governmental entity;

B. have, within a three-year period preceding this bid, been convicted or had a civil
judgment rendered against them for commission of fraud or a criminal offense in connection
with obtaining, attempting to obtain or performing a public federal, state or local contract;
violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery,
bribery, falsification or destruction of records, making false statements, or receiving stolen
property;

C. are currently indicted for or otherwise criminally or civilly charged by a governmental
entity (federal, state or local) with commission of any of the offenses enumerated in paragraph
(B) of this certification; and

D. have, within a 3-year period preceding this bid, had one or more public contracts
(federal, state or local) terminated for cause or default.

By: _____

Signature

(Print or Type Name) _____

(Title) _____

Sworn and subscribed to before me
this ___ day of _____, 20__

Notary Public of _____

My commission expires: _____, 20__.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
EAST BRUNSWICK BOARD OF EDUCATION

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *February 4, 2010* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *East Brunswick Board of Education* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____

Title: _____ Printed Name of Affiant _____

Date: _____

Subscribed and sworn before me this ___ day of

_____, 2_____.

My Commission expires:

(Witnessed or attested by)

(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
EAST BRUNSWICK BOARD OF EDUCATION

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the 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, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)