



NJCU

NEW JERSEY CITY UNIVERSITY



Request for Proposals Elevator Maintenance and Repair Services RFP #19-016

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1. INFORMATION FOR BIDDERS

1.1 BACKGROUND

New Jersey City University (NJCU), located in the City of Jersey City, is one of the nine state colleges and Universities in New Jersey. The University opened its doors as the New Jersey Normal School of Jersey City on September 12, 1929, with 331 students and one building on campus, Hepburn Hall. Eighty years later, more than 8,000 degree-seeking students enjoy the fifty-two acre campus, which now features fourteen buildings. The mission of New Jersey City University is to provide a diverse population with an excellent university education. The University is committed to the improvement of the educational, intellectual, cultural, socioeconomic, and physical environment of the surrounding urban region and beyond. Through implementation of its mission, New Jersey City University has realized its vision of becoming a nationally recognized leader in urban public higher education. New Jersey City University is committed to its urban mission by: sustaining, celebrating, and promoting academically an understanding of community diversity; tapping the rich resources of the urban setting and cultures for the benefit of its learners; and employing its knowledge resources, via faculty and students and with partner organization, to identify and solve urban challenges.

NJCU is also creating a 21-acre University Place Development, which will blend academic buildings, recreational facilities, and mixed-use residential, retail, and commercial space with landscaped public areas and walkways. In expanding its campus, NJCU expects to create an urban village that will enrich the surrounding neighborhood and will encourage its neighbors to enjoy the shops, theatre and performing arts programs, cafes, and public outdoor spaces that are part of the plan. The site is bordered by Route 440, West Side Avenue, Carbon Place and the Home Depot Property. Construction began in 2012 with the development of the infrastructure, including placement of sewer lines, utilities and streets. The final stage, the construction of buildings, will be handled in phases.

1.2 PURPOSE AND INTENT

Pursuant to N.J.S.A. 18A:64-54, New Jersey City University (“NJCU” or the “University”) is issuing this document, a Request for Proposals (“RFP”) for ELEVATOR MAINTENANCE AND REPAIR to enter into a contract for the services of

an Elevator Contractor that will provide maintenance and service for all the elevators at New Jersey City University located in Jersey City New Jersey. The service shall consist of furnishing all maintenance services that are standard to the industry and mandated by Local, State and Federal law and those services which include testing, repairs and emergency response specified in the RFP. The service shall also consist of furnishing a twenty-four hour basis, seven days a week preventive maintenance and service program that systematically examine, adjust, clean, lubricated and repair elevator equipment in order to keep units in proper and safe operating condition.

The intent of this RFP is to award a contract to a responsible bidder, whose bid, conforming to this RFP, is most advantageous to NJCU, price and other factors considered. Should additional work be required that falls under the subject of the awarded contract during the contract term the University reserves the right to separately procure the individual requirements and subsequently requesting the contractor to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

The University considers any information which it may have released either orally or in writing prior to the issuance of this RFP, to be preliminary in nature and the University shall not be bound by such information.

The University's obligation is contingent upon the availability of funds.

1.2.1 CONTRACT TERMS

New Jersey City University intends to award the contract for three (3) years commencing from the date of award renewable at the option of the University for two (2) additional one (1) year terms.

If, at any time during the term of this award either the University or the contractor considers terminating the agreement, they shall give the other party written notice that it is considering such action, which notice shall set forth with sufficient specificity such party's reasons for contemplating termination. During the following thirty- (30) day period the parties shall discuss, in good faith, the party's reasons for considering termination in an effort to avoid the need for such action. Following the thirty (30) day discussion period, the party considering termination, if not fully satisfied, may elect to terminate the agreement by giving the other party ninety (90) days written notice.

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the contractor will be requested to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

1.2.2 SUPPLIER DIVERSITY

New Jersey City University recognizes the importance of supplier diversity in its procurement practices. The University has a diverse student, staff and faculty population. In conjunction with the University's overall commitment to diversity and inclusion, the University is committed to contracting with qualified suppliers from all parts of the business community in procuring needed goods and services. By encouraging the participation of Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), collectively SMWBEs, in the procurement process, the University strengthens contracting opportunities for SMWBEs, while at the same time providing a value added strategy that increases competition to ensure that the University's funds are maximized.

1.3 SOLICITATION SCHEDULE

EVENT	DATE
RFP Issued	September 16, 2019
Pre-Bid Meeting and Site Inspection	September 26, 2019 at 10:00 am
Questions Due from Bidders	September 30, 2019
NJCU Response to Bidders with advertised Addendum #1	October 3, 2019
Bid Proposals Due	October 8, 2019, by 2:00pm

1.3.1 PRE-BID MEETING AND SITE INSPECTION

A Pre-Bid Meeting and Site Inspection will be held on **September 26, 2019; at 10:00 a.m. at New Jersey City University, 2039 Kennedy Boulevard, Hepburn Hall, First Floor, Room H113, Jersey City, New Jersey 07305. Bidders are advised that attendance at both the Pre-bid Meeting and Site Inspection is strongly recommended.** The University has scheduled one (1) Site Inspection. Please ensure that all sub-contractors and/or your project team are present. There will not be any additional Site Inspections scheduled. No special consideration will be provided to any bidder that does not attend the recommended Pre-Bid Meeting and/or Site Inspection.

1.3.2 QUESTION AND ANSWER PERIOD

Inquiries regarding this RFP must be submitted in writing and can either be e-mailed to Edie DeVecchio, edelvecchio@njcu.edu and Amanda McGee, amcgee@njcu.edu or faxed to 201-200-3238.

The cut-off date for questions and inquiries relating to this RFP is indicated on the solicitation schedule, section 1.3. Addendum to this RFP, if any, will be posted on the Bidding Opportunities webpage and emailed to anyone who downloaded the bid on and after the date per 1.3 Solicitation Schedule

Telephone calls will not be permitted.

NOTE: If questions are directed to any University employee other than the aforementioned designees your firm will be disqualified from further consideration.

1.3.3 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by Procurement Services at the appropriate location by the required time in a sealed envelope. The date and time is indicated on the cover sheet. To respond to this proposal, contractors should:

Submit one (1) hard copy marked original, and one (1) digital copy on either CD or flash drive of its proposal in accordance with the bid submission deadline contained herein, which must be received no later than **2:00 PM on October 8, 2019** to the following location:

New Jersey City University
2039 J.F. Kennedy Blvd.
Jersey City, NJ 07305
Procurement Services Department
Hepburn Hall, Room 111
Attention: Edie DeVecchio
Associate Vice President of Business Services

Responses received after this time and date will not be considered. E-mailed and/or faxed proposals will not be accepted. The University is not responsible for lost or misdirected documents. Bids must be enclosed in a sealed envelope/package bearing the name of the Bidder and **RFP # 19-016** clearly marked on the outside of the envelope.

The prospective bidder assumes sole responsibility for submitting a complete bid proposal in response to this RFP. No special consideration will be given after bid

proposals are opened because of a bidder's failure to comply with all requirements of the RFP.

1.4 ADDITIONAL INFORMATION

1.4.1 BIDDER RESPONSIBILITY

The University does not assume responsibility for the completeness or the accuracy of any information presented in this RFP, or otherwise distributed or made available during this procurement process, except as expressly stated to the contrary. Without limiting the generality of the foregoing, the University will not be bound by or be responsible for any explanation or interpretation of the proposed documents other than those prepared in writing. In no event may a Proposer to this RFP rely on any oral statement made by the University or any of the University's agents, employees, advisors or consultants.

Should a Proposer find discrepancies in or omissions from, this RFP and related documents, the Proposer shall immediately notify the University, in writing, and a written addendum of instructions, if necessary, will be emailed to each Proposer. Every Proposer requesting an interpretation of this RFP will be responsible for delivering such requests to the University in writing and within the time limit set forth in Section 1.3

The University considers any information which it may have released either orally or in writing prior to the issuance of this RFP to be preliminary in nature and the University shall not be bound by such information.

Proposers should satisfy themselves, by personal investigation and any other means they deem necessary, as to the conditions affecting the proposed Project and the cost thereof. Proposers are solely responsible for conducting their own independent research and due diligence for their preparation of the Proposals and the subsequent delivery of services under the Project Documents.

1.4.2 COST LIABILITY

The University does not assume responsibility and does not bear any liability for cost incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.3 CONTENTS OF BID PROPOSAL

Subsequent to bid opening all information submitted by a bidder in the bid proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act [OPRA], N.J.S.A. 47:1A-1 et seq., and the common law.

The University reserves the right to complete its evaluation process prior to making bid tabulations available, through OPRA requests.

1.4.4 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including “white-outs”) must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.5 BID ERRORS

A bidder may request that its bid proposal be withdrawn prior to bid opening. Such a request must be made, in writing, to the Assistant Vice President of Business Services. If the request is granted, the bidder may submit a revised bid proposal as long as the revised bid proposal is received prior to the announced date and time for the opening of the bid proposals and at the place specified.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Assistant Vice President of Business Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder’s good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder’s exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the University’s Contract Administrator shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder’s intention is not readily discernible from other parts of the bid proposal, the Contract Administrator may seek clarification from the bidder to ascertain the true intent of the bid proposal.

2. SCOPE OF WORK

2.1 DEFINITIONS

ADA: Americans with Disabilities Act.

All-Inclusive Hourly Rate: An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Brake: An electro-mechanical device used to prevent the escalator from moving when power is applied to the hoist motor. On some types of control, it also stops the elevator from the hoist motor.

Brake Shoe: Moving member of a brake, lined with friction material which when in contact with a drum, holds the elevator at floor level.

Brush: A device, usually of carbon or graphite composition, used to connect a circuit with the drive portion of a DC (Direct Current) motor, generator or electrical device.

Car (Elevator): The load carrying unit, including it's platform, frame, enclosure, and car door or gate.

Code: A system of regulations pertaining to the design, manufacture, installation and maintenance of elevators, dumbwaiters, escalators, and moving walks. The most widely recognized and used is ANSI A-17.1, sponsored by the National Bureau of Standards, the American Institute of Architects, The American Society of Mechanical Engineers (AMSE), and published by ASME. It has been adopted by many states. Some states and cities have written their own codes, most of which, are based on ANSI A-17.1.

Controller: A device, or group of devices, which serves to control, in a predetermined manner, the apparatus which it is connected.

Counter weight: A weight, which counterbalances the weight of an elevator car plus approximately 40 percent of the capacity load.

Direct Current: (DC Voltage)- Is electrical current, which flows in one direction at a substantially constant value.

Drive Sheave: The grooved wheel of a traction-type hoisting machine over which the hoist ropes pass, and by which motion is imparted to the car and counterweight by the hoist ropes.

Escalator: A power driven, inclined, continuous stairway used for raising or lowering passengers.

Firm Fixed Price: A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms travel, reproduction and any other costs. No additional fees or costs shall be paid by NJCU unless there is a change in the scope of work.

Generator: An electromechanical device that converts mechanical device which converts mechanical energy to electrical energy (usually thru DC Current).

Governor: (1) A mechanical speed control mechanism. For elevator, it is wire rope driven centrifugal device used to stop and hold movement of the elevator's driving rope, which initiates the activation of the car's safety device. It opens a switch, which cuts off power to the drive motor and brake, if the car travels at a preset speed in the down direction. Some types of governors will also open the governor switch and cut off power to the drive motor and brake if the car over speeds in the up direction. (2) On escalators, a direct-driven centrifugal device which, when activated by over speed, cuts off power to the device motor and service brake.

Governor Rope: A wire rope attached to an elevator car frame that drives the governor and, when stopped by the governor, initiates setting of the car safety mechanism.

Guide Rails: Steel T-section with machined guide surfaces installed vertically in a hoistway to guide and direct the course of travel of an elevator car and elevator counterweights.

Hoistway: A shaftway for the travel of one or more elevator, dumbwaiters or material lifts. It includes the pit and terminates at the underside of the overhead machinery space floor or grating, or at the underside of the roof where the hoistway does not penetrate the roof.

Leveling: It is the movement of an elevator towards the landing sill when it is within the leveling zone. When the word leveling is used, the inference is that the process of attaining a level or stop position.

OEM: Original Equipment Manufacturer.

Project: The undertaking of services that is the subject of this RFP.

2.2 INTENT

The intent of these specifications is to cover a complete elevator maintenance service in every respect. It is not intended to give every detail in the specifications but it must be understood that all material and equipment normally and usually furnished, required, and/or, needed to completely, safely and satisfactorily continue the performance and operation of the elevator equipment as originally built by the manufacturer.

2.3 FULL SERVICE PREVENTATIVE MAINTENANCE

The Contractor shall furnish all material, labor, supervision, tools, supplies and other expenses necessary to provide full and complete preventative maintenance services and repairs of every description, including inspections, adjustments, tests and replacements for the elevators / lifts as mandated by all local, state and federal statutes, regulations and procedures and as described within this RFP.

The Contractor shall keep the elevators/lifts maintained and operating at the original speed, keeping the original performance time, including acceleration and retardation as designed and installed by the manufacturer.

The Contractor shall not be responsible for upgrading equipment to meet changes in code or requirements as may be recommended or directed by insurance companies, Federal, State, Municipal or other governmental authorities.

The contractor shall, each month, examine, adjust, lubricate, clean and when conditions warrant, repair or replace the listed following items and components thereof and all other mechanical or electrical equipment as required by this Scope of Work as stated below.

NOTE: All preventative maintenance shall be performed on a minimum of once every twenty (20) calendar days and at a maximum of once every forty (40) calendar days. The contractor must submit a schedule of preventative maintenance for approval to the University Facilities Department for each elevator. The schedule shall list procedure and time interval.

The project services shall include but not be limited to the following:

- 2.3.1 Hoist machine, including but not limited to housing, drive sheave, all bearings, couplings, packing, brake assembly, and component parts. Hydraulic power unit including motor, pump, valves, piping, muffler complete.
- 2.3.2 Motors including, including but not limited to auxiliary rotating systems, motor windings, rotating elements, couplings, bearings, commutators and motor fields.
- 2.3.3 All sheaves, sprockets and bearings.
- 2.3.4 Controller: All components including, but not limited to all relays, solid state components, resistors, condensers, transformers, contacts, leads, mechanical or electrical timing devices, circuit boards, computer devices and any and all controller wiring related to emergency power, fire recall and handicapped signals.
- 2.3.5 Selector: All components including, but not limited to selector drive tape, wire or cable, hoistway tapes and vanes, magnets, inductors and all other mechanical and electrical drive components.
- 2.3.6 Motor brushes and brush holders.
- 2.3.7 Hoistway door interlocks, including, but not limited to locks and contacts; hoistway door hanger rollers and tracks, bottom door gibs, cams, pickup and interlock rollers, and auxiliary door closing devices for power operated doors.
- 2.3.8 Hoistway limit switches, including, but not limited to normal and finals, slowdown switches, leveling switches and associated cams and vanes.
- 2.3.9 Guide shoes including, but not limited to rollers or replaceable gibs or shoes.
- 2.3.10 Automatic power operated door operators, including, but not limited to door protective devices, clutches, car hangers, tracks, and car door contacts.
- 2.3.11 Traveling cables, hoistway and machine room wiring.
- 2.3.12 Hydraulic cylinders, pistons, packing, valves and piping.
- 2.3.13 Governor including, but not limited to governor sheave and shaft assembly, bearings, switches, contact jaw and governor rope tension assembly.

- 2.3.14 Car and counterweight safety mechanism and load weighing equipment.
- 2.3.15 Hoist cables, governor cables, compensating cables and compensating chains, tension sheaves, including, but not limited to adjustment of tension on all hoist ropes.
- 2.3.16 Buffers
- 2.3.17 Fixture contacts, including, but not limited to push buttons, key switches and locks and lamps and sockets of pushbutton stations (car and hall), hall lanterns, position indicators (car and hall), direction indicators. This includes the re-lamping of all fixtures.
- 2.3.18 Stop switch and hoistway reader box: All components including, but not limited to wire or tap hoistway vanes, and all other mechanical and electrical drive components.
- 2.3.19 Hydraulic packing, valves and piping.
- 2.3.20 Elevator control wiring in hoistway and machine room.
- 2.3.21 Perform general inspection of machinery, sheaves, drive sheave shaft bearings, brake and brake assembly and component parts, worm and gear motor, and selector for traction elevators. Lubricate as required. Check oil level in tank, inspect belts for wear, and inspect piping and valves for leakage for all hydraulic power units. Check relief and pressure valves on hydraulic systems.
- 2.3.22 Empty drip pans, discard oil, in an approved manner, check gear and oil level.
- 2.3.23 Observe brake operation and adjust or repair, if required.
- 2.3.24 Clean, inspect and lubricate machinery, contacts, linkage, gearing, brushes and commutators, controllers, selectors, relays, connectors, motor and motor generator, including auxiliary rotating systems motor windings, bearings and electronic motor drives (variable frequency drives) and perform needed repairs as required.
- 2.3.25 Ride car and observe operation of doors, leveling, reopening devices, push buttons, lights, etc.

- 2.3.26 Repair or replace in-car lighting equipment such as ballasts, LED lamps, drivers etc.
- 2.3.27 Remove litter, dust, oil, etc., from all machine room equipment.
- 2.3.28 Clean pit, empty drip pans, and check jack packing for excessive leakage.
- 2.3.29 Check governor and tape tension sheave lubrications.
- 2.3.30 Check leveling operation. Clean and adjust leveling switches, hoistway vanes, magnets, selectors, tapes, and inductors. Repair and/or adjust for proper leveling and hydraulic valve adjustment.
- 2.3.31 Test of alarm bells, car emergency light and two-way communications.
- 2.3.32 Observe operation of elevator throughout its full charge and at all floors it serves to test controls, safety devices, leveling, re-leveling and other devices.
- 2.3.33 Check door operation, including, but not limited to clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, cams and door closer.
- 2.3.34 Check selector. Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawls, magnets, wiring, contacts, relays, tape drive and broken tape switch.
- 2.3.35 Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- 2.3.36 Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station. Make needed repairs as part of the contract cost.
- 2.3.37 Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required.
- 2.3.38 Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys. Check load weighing device and dispatching time settings. Clean, adjust and lubricate, as necessary.

- 2.3.39 Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and MICA level. If required, clean, turn or refinish commutator to provide proper commutation. Inspect brush for tension seating and wear, replace or adjust, as required.
- 2.3.40 Check and adjust: car ventilation system, car position indicators, director stations, hall and car call buttons, hall lanterns.
- 2.3.41 Clean and examine governor rope, replacing, if needed. (Do not lubricate governor rope.)
- 2.3.42 Test emergency lighting and emergency power for two-way communication/alarm bell.
- 2.3.43 Test and record results of fireman key switch operation service (Phase 1 and 2), per code. This does not mean the activation of the smoke detectors.
- 2.3.44 Test and record the results of fire recall test on each elevator.
- 2.3.45 The contractor shall keep the guide rails free of rust where roller guides are used and cleaned and lubricated when sliding guides are used. Renew guide shoe rollers and gibs or shoes as required to insure a smooth and satisfactory car ride.
- 2.3.46 The contractor shall also examine, and make necessary adjustments or repairs to the following accessory equipment including, but not limited to re-lamping of all signal equipment: hall lanterns, car and corridor position indicators, car stations, traffic director stations, electric door operators, intercom systems, interlocks, door hangers, safety edges and electric eyes.
- 2.3.47 All replacement parts shall be new, best quality and suitable for their intended use. Parts must be obtained from original manufacturer. Equivalent parts may be used if approved by the Using Agency in writing. All parts requiring repair shall be rebuilt to "like new" condition.
- 2.3.48 The contractor shall furnish and use lubricants as recommended by the manufacturer of the equipment or an approved equal.
- 2.3.49 The contractor shall be responsible for keeping the exterior of the elevator machinery and any other parts of the equipment subject to rust, painted with heat resistant enamel and presentable at all times. The motor windings shall

be treated as needed with proper insulating compound as recommended by the motor manufacturer. The cleaning and refinishing of the interior of the cars and the exterior of hoistway door frames, panels and sills are excluded from this contract.

- 2.3.50 The contractor shall maintain all elevator equipment in hoistways, machine rooms, secondary levels, pits and assigned contractor work space in a clean and orderly condition, free of dirt, dust and debris. Pits and machine spaces shall be kept clean, free of debris and oil spills.
- 2.3.51 The contractor shall perform all of the work which may be required to remove all violations or to comply with recommendations of public administrative agencies or departments and casualty companies resulting from normal wear. It is understood, however, that this work will be done by the contractor only in the event that it pertains to those items which the contractor, under the terms of this contract, is required to repair. It is also understood that the conditions requiring this work shall not have been in existence on the date that the service is to commence under this contract or after 30 days' cancellation notice has been given by either party.
- 2.3.52 The contractor shall be responsible for notifying the University Facilities Department, in writing, of the existence or development of any defects in, or repairs required to, the equipment which it does not consider to be its responsibility under the terms of the contract. The contractor shall furnish the agency with a written estimate of the cost to correct any such defects or make the required repairs. The agency reserves the right to make the final determination concerning the responsibility of such defects, correction or repairs.
- 2.3.53 The contractor shall be responsible for giving immediate notice to the Director of Facilities in writing of any condition which may present a hazard to either the equipment or passengers, and repair the condition as soon as scheduling can be arranged. If the condition is deemed a safety hazard, the contractor shall make immediate repairs to the equipment.
- 2.3.54 The contractor shall not be required by this agreement, except as herein noted, to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the contractor, his/her representatives and employees, or by reason of any other proven cause

except for normal wear and tear, beyond the control of the contractor. A written report of such alleged negligence or misuse shall be submitted to the University Facilities Department immediately.

Examples of these are:

A. Refinishing, repairing or replacing car enclosures, buried piping or underground cylinders & casings, hoistway enclosures, hoistway door panels, framers and sills, balustrades, deck boards, skirt panels, and feeders. Cost of repairs, replacements or removal necessitated by any cause, other than ordinary wear, which is occasioned by negligence or abuse by personnel other than the contractor shall be borne by the using agency. Negligence or abuse shall be determined by a joint decision as may be arrived at by qualified representatives of the using agency and the contractor.

2.3.55 The Contractor must supply and install all elevator/lift parts as required for daily equipment services. No long-term storage will be provided by NJCU.

2.3.56 The Contractor must provide for the removal of all unused materials and or proper storage of flammable or hazardous materials, for example: cardboard, oils, cleaning fluids, etc. on a daily basis.

2.3.57 The Contractor must submit an annual maintenance schedule for approval to the University Facilities Department and a list of inclusive repair and or replacement services monthly.

2.3.58 The Contractor must log and provide work orders for any major or minor repairs on a daily basis with the University Facilities Department. Major repairs will require written approval from the University Facilities Department.

2.3.59 The Contractor completion times and emergency response services must adhere to the specifications listed in Section 2 of the RFP. Traction and hydraulic elevators and lifts are addressed in this document as part of the RFP requirements.

2.3.60 All equipment serviced and maintained by the Contractor for NJCU must meet state, city and American National Standards codes for elevators/escalators/lifts.

2.4 EQUIPMENT SPECIFIC MAINTENANCE SERVICES

The following is equipment specific required minimal maintenance.

2.4.1 TRACTION ELEVATORS

A. Twice a Month Maintenance

- i. The Contractor shall perform general inspection of machinery sheaves, worm and gear, motor, brakes, selectors or floor controllers when used lubricate as required.
- ii. The Contractor shall empty drip pans and discard oil in an approved manner.
- iii. The Contractor shall observe brake operation and adjust or repair if required.
- iv. The Contractor shall inspect and lubricate machinery, contacts, linkage and gearing.
- v. The Contractor shall clean and inspect brushes and commutators and perform needed repairs.
- vi. The Contractor shall clean and inspect controllers, selectors, relay connections, contacts, etc.
- vii. The Contractor shall ride car and observe operation of doors, leveling, reopening devices, push buttons and lights.
- viii. The Contractor shall inspect governor working parts and clean/lubricate as needed.
- ix. The Contractor shall clean and lubricate signal drive mechanism when used.
- x. If rails are to be lubricated, the Contractor shall check condition and lubricate as needed.
- xi. The Contractor shall check governor and tape tension sheave lubrication.
- xii. The Contractor shall clean pit, remove all rubbish, trash, etc. and empty drip pans.
- xiii. The Contractor shall inspect and test the ADA telephone in each car.

- xiv. The Contractor shall replace any burned out lamps in elevator car, machine room, pit, hall lanterns, etc.

B. Monthly Maintenance:

- i. The Contractor shall check door operation, clean, lubricate and adjust brake, linkages, gear, motor, check keys, set screws, contacts, chain belts and cams.
- ii. The Contractor shall check door closer, clean, adjust and lubricate care gate tracks and pivot points.
- iii. The Contractor shall check selector, clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contacts, relays, tape drive and broken tape switch.
- iv. The Contractor shall check car, clean, adjust and lubricate car door and gate tracks, pivots, hangers, car grille, stile channels, side and top exist.
- v. The Contractor shall inspect interior of cab, test telephone or intercommunication system, normal and emergency lights, fan emergency call system or alarm, car station and perform the needed repairs.
- vi. The Contractor shall observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways and pulleys.
- vii. The Contractor shall check load weighing device and dispatching time settings, clean, adjust and lubricate as necessary.
- viii. The Contractor shall check oil level in car and counterweight oil buffers and add oil as required.
- ix. The Contractor shall check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and mica level. If required, clean, turn or refinish commutator to provide proper commutation. Inspect brushes for tension seating and wear.
- x. The Contractor shall lubricate guide rails where applicable.
- xi. The Contractor shall check controller contacts and relays, visually inspect, check adjustment and replace contacts as required.

- xii. The Contractor shall check and adjust car ventilation system, car position indicators, director's stations, hall and car call buttons, hall lanterns and this car up signs.
- xiii. The Contractor shall visually inspect and clean governors.
- xiv. Quarterly Maintenance:
- xv. Contractor shall check the leveling operation. clean and adjust leveling switches, hoistway vanes, magnets and inductors, repair or adjust for proper leveling.
- xvi. The Contractor shall make sure all hoistway doors are cleaned, lubricated and tracks hangers and that eccentrics, linkage gibs and interlocks are adjusted as needed.
- xvii. The Contractor shall inspect all fastenings and ropes for wear and lubrication. Clean both governors and hoist ropes and lubricate hoist ropes if needed.
- xviii. The Contractor shall inspect all rope hitches and shackles and equalize rope tension. All rope rusting must be corrected.
- xix. The Contractor shall clean, adjust and lubricate car door or gate tracks, pivots, hangers, car grille and still channels.
- xx. The Contractor shall inspect the hoist reduction gear brake and brake drum, drive sheave and motor and any bearing wear.
- xxi. The Contractor shall perform the following on all cars: test alarm bell systems and clean light fixtures, inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushes, cam pivots fastenings test emergency switch (ground case if necessary), inspect safety parts, pivots, set screws, switches, etc. The Contractor shall check the adjustment of the car and counterweight gibs, shoes or roller guides, lubricate and adjust, if necessary.
- xxii. In the pit area, the Contractor shall lubricate compensating sheave and inspect hitches. The Contractor shall inspect the governor and tape tension sheave fastenings empty and clean oil drip pans.

- xxiii. The Contractor shall clean and visually inspect all parts of safeties and lubricate moving parts to assure their proper operation, check and adjust clearance between safety jaws and guide rails.
- xxiv. The Contractor shall clean and examine governor rope, replace if needed. The Contractor should not lubricate the governor rope.
- xxv. Semi-Annual Maintenance:
- xxvi. The Contractor shall clean controllers with blower, check alignment of switches, relays, timers, hinge pins, etc., adjust and lubricate. The Contractor shall check all resistance tubes and grids. The Contractor shall check oil in overload relays, settings and operation of overloads. The Contractor shall clean and inspect fuses and holders and all controller connections.
- xxvii. The Contractor shall inspect sheaves to ensure they are tight on shafts, check spokes and rim with hammer for cracks.
- xxviii. The Contractor shall examine all hoist ropes for wear, lubrication, length and tension. The Contractor shall replace, lubricate and adjust all hoist ropes as required to meet code requirements.
- xxix. In the hoistway, the Contractor shall examine guide rails, cams, fastenings and counterweights. The Contractor shall inspect and test limit and terminal switches. The Contractor shall clean all escalator wellways, tracks, pits and associated equipment.
- xxx. The Contractor shall clean all overhead cams, sheaves, sills, bottom of platforms, car tops, counterweights and hoistway walls.
- xxxi. The Contractor shall check damping motor brushes and replace if needed.

C. Annual Maintenance:

- i. The Contractor shall remove, clean and lubricate brake cores on brakes, clean linings, if necessary and inspect for wear, correct excess wear and adjust.
- ii. The Contractor shall inspect motor, generator and hoist motor armatures and rotor clearances. The Contractor shall check motor and MG set connection and lubricate in accordance with manufacturer's instructions.

- iii. The Contractor shall thoroughly clean car and counterweight guide rails using a non-flammable or high flash point solvent to remove lint, dust and excess lubricant.
- iv. The Contractor shall drain, flush and refill oil reservoirs of each hoisting motor and motor generator.
- v. The Contractor shall check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- vi. The Contractor shall check the control system. The system's dispatching, scheduling and emergency service features shall be tested and adjusted in accordance with manufacturer's literature. The Contractor shall prove to the satisfaction of NJCU Director or designated representative that the system functions properly. All work shall be performed during other than normal working hours with no inconvenience to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing time and door opening and closing speeds shall be furnished to the Physical Plant Operations Supervisor.
- vii. The Contractor shall perform all annual tests required by ASME A17.1 and A17.2, and as directed or required by the State of New Jersey Department of Community Affairs, Bureau of State Elevator Safety Unit and the State of New Jersey Codes and Standards.

2.4.2 HYDRAULIC ELEVATORS

A. Twice a Month Maintenance

- i. The Contractor shall perform general inspection of machinery, pumps, piping, drives, valves, selector or floor controllers, when used, lubricate as required.
- ii. The Contractor shall empty drip pans, discard oil, and check reservoir oil level.
- iii. The Contractor shall inspect and lubricate machinery, contacts, linkage and gearing.
- iv. The Contractor shall clean and inspect controllers, selectors, relays connectors, contacts, etc.

- v. The Contractor shall ride car and observe operation of doors, leveling, reopening devices, smoothness, etc.
- vi. If rails are lubricated, the Contractor shall check condition and lubrication. The Contractor shall service lubricators.
- vii. The Contractor shall replace all burned out lamps in elevator car, machine room equipment.
- viii. The Contractor shall clean trash from pit and empty drip pans, discard oil. The Contractor shall examine plunger seals and correct excess leakage.
- ix. The Contractor shall inspect and test the ADA telephone in each car.

B. Monthly Maintenance:

- i. The Contractor shall observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, re-leveling, and other devices. If creeping is excessive, the Contractor shall determine cause and correct it.
- ii. The Contractor shall check door operation, clean, lubricate and adjust brakes, checks, linkages, gears, wiring motors, check keys, set screws, contacts, chains and cams.
- iii. The Contractor shall check intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station. The Contractor shall make the necessary repairs.
- iv. The Contractor shall inspect hoistway and pit. The Contractor shall clean and lubricate equipment as required. The Contractor shall service guide rail lubricators.
- v. The Contractor shall observe the operation of motor and pump, oil lines, tank, controls, plunger, packing, etc. and adjust or repair as required.
- vi. The Contractor shall test manual and emergency control.
- vii. The Contractor shall check packing glands of valves and cylinder and tighten to prevent loss of fluids.

- viii. The Contractor shall visually inspect controller, contacts, and relay. The Contractor shall check adjustment and replace contacts as required.
- ix. The Contractor shall clean, lubricate, check door brake, operation of door checks, check keyways, set screws, contacts, etc.
- x. The Contractor shall observe operation of signal system used.
- xi. The Contractor shall check locking bar operation, where used, and lubricate as required.
- xii. The Contractor shall check sill filler operation, where used, and lubricate as required.
- xiii. Quarterly Maintenance:
- xiv. The Contractor shall check leveling operation. The Contractor shall clean and adjust leveling switches, hoistway vanes, magnets, and inductors. The Contractor shall repair and/or adjust for proper leveling.
- xv. The Contractor shall check hoistway doors. The Contractor shall clean, lubricate, and adjust tracks, hangers and up thrust eccentrics, linkage gibs and interlocks.
- xvi. The Contractor shall clean, adjust and lubricate car door or gate tracks, pivots, hangers.
- xvii. Semi-Annual Maintenance:
- xviii. The Contractor shall check controllers, clean blower, check alignment of switches, relays, timers, contacts, hinge pins, etc., adjust and lubricate. The Contractor shall check all resistance tubes and grids.
- xix. The Contractor shall check oil in overload relays, settings and operation of overloads. The Contractor shall clean and inspect fuses and holders and all controller connections.
- xx. The Contractor shall check and adjust all electronic components.
- xxi. The Contractor shall, in hoistway, examine guide rails, cams and fastenings. The Contractor shall inspect and test limit and terminal switches. The

Contractor shall check and adjust car shoes, gibs or roller guides and adjust or replace as required.

- xxii. The Contractor shall clean all overhead beams, sills, bottom of platform, car tops and hoistway walls.
- xxiii. The Contractor shall clean car light fixture or luminous ceiling panel.
- xxiv. On tape drives, the Contractor shall check hitches and broken tape switch.
- xxv. The Contractor shall check car stile channels, car frame, cams, supports and car steadying plates for bends or cracks.
- xxvi. The Contractor shall lubricate moving parts of vertical rising or collapsible car gates. The Contractor shall check pivot points, sheaves, guides and track for wear.
- xxvii. The Contractor shall lubricate guide shoe stems.
- xxviii. The Contractor shall check governor and tape tension sheave fastenings.
- xxix. For all bi-parting doors, the Contractor shall clean chains, tracks and sheaves, lubricate as required and check door contacts.
- xxx. The Contractor shall check fastenings and operation of door checks, interlocks clean and lubricate pivot points as required.

C. Annual Maintenance:

- i. The Contractor shall thoroughly clean car guide rails using a nonflammable or high flash point solvent to remove lint, dust and excess lubricant.
- ii. The Contractor shall take a sample of hydraulic fluid and have tested by certified laboratory for viscosity, color, contamination, foaming and other proper ties specified by the equipment manufacturers. The Contractor shall drain and replace fluid if it fails to meet manufacturer's specified properties.
- iii. The Contractor shall thoroughly clean the mechanism, pit, top and bottom of car, etc.
- iv. The Contractor shall perform all annual tests required by ASME A17.1 and A17.2, and as directed or required by the State of New Jersey Department of

Community Affairs, Bureau of State Elevator Safety Unit and the State of
New Jersey Codes and Standards

2.5 PARTS

All material and equipment furnished by the Contractor shall be new and specifically designed for the elevators/lifts on which they are to be installed. No reconditioned/rebuilt equipment will be used without the approval and knowledge of the University Facilities Department. All equipment must be replaceable OEM generic types and models. No equipment, software, documentation, or service diagnostic tools shall be deemed proprietary in nature if it is used/installed on NJCU campus equipment. Alternate elevator manufactures must be able to service all installed equipment and software.

The Contractor shall have available at all times for immediate delivery and installation, sufficient supply of the following emergency spare parts for the repair of each elevator system concerned. The inventory shall include, but not be necessarily limited to the following:

- 2.5.1 Lamps, minimum two each type.
- 2.5.2 Door operator motors and gear reduction units.
- 2.5.3 Transformers and rectifiers for each type and size used.
- 2.5.4 Relays and switches, minimum one each type.
- 2.5.5 Generator and motor brush sets for each type and size used.
- 2.5.6 Controller and selector switch contacts and coils for each size and type used.
- 2.5.7 Electronic components (one complete set of each manufacturer).
- 2.5.8 Selector tapes and selector motor when used.
- 2.5.9 Door interlocks.
- 2.5.10 Car door electronic edge, complete each type.
- 2.5.11 All necessary lubricants and cleaning materials.

2.6 COMPLETION TIME

The Contractor shall only schedule one (1) elevator per bank to be put out of service at a time for routine maintenance, lubrication and servicing. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the University Facilities

Department to minimize the disruption caused by the elevators being out of service. In the event there is a disruption in the routine schedule, the University Facilities Department are to be notified. When an elevator is shut down for any reason, a sign shall be placed at each opening stating: "This elevator being serviced, please use elevator # ____." A record shall be maintained by the contractor of non-emergency maintenance items in need of correction which come to his/her attention, and he/she shall provide this list to the University Facilities Department for necessary corrective action during the contractor's routine visits.

Major repair and minor repair completions can be treated at different service levels. The Contractor must classify for the University Facilities Department which category the repair falls under. Major repairs must not to be treated as normal daily service actions and will require real time decisions by the University Facilities Department before they can be addressed by the Contractor. The University Facilities Department can determine that the repair is major and can afford more correction action completion time. The time of day that a shutdown can occur for a major elevator repair shall be scheduled by the University Facilities Department to minimize the disruption caused by the elevator being out of service. Ordinary and routine maintenance, lubrication, and servicing are exceptions.

If for any reason an elevator should be out of service for more than the usual trouble shooting time of thirty (30) to sixty (60) minutes, the Contractor shall notify the University Facilities Department when the elevator was taken out of service, and the reason why and what time the elevator is expected to be put back in service for proper and safe operation. The following schedule will be considered maximum shut down times allowed on non-scheduled emergency repairs:

2.6.1 Examples of Major Repairs - Completion within two (2) days or best effort.

- A. Replace broken doors.
- B. Replace broken door controllers.
- C. Replace cables providing electrical interference.
- D. Replace any mechanical problem presenting a major life safety issue for the elevator.

2.6.2 Examples of Minor Repairs - Completion within one (1) day.

- A. Replace brake linings.
- B. Replace door operator motor.

C. Replace selector drive motor.

D. Replace pump units.

2.7 SAFETY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor must take all reasonable precautions for the safety and must provide all reasonable protection to prevent damage, injury or loss to all employees assigned to work on NJCU elevators and all other persons who may be affected. The Contractor must exercise care in all work, materials, and equipment to be used, on or off the site, under their care, custody or control.

The Contractor must comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property.

The Contractor shall be responsible for giving immediate notice to University Facilities Department of any condition which the Contractor discovers that may present a hazard to either the equipment or passengers.

The Contractor shall examine regularly and systematically all safety devices. Conduct normal operating inspections. If required, the governor shall be re-calibrated and sealed for proper tripping speed. All tests shall be performed in accordance with the provisions of the American National Standard, Safety Code for Elevators and Escalators, (ANSI/ASME A17.1 & A17.2), Current Edition and local code requirements.

2.8 MAINTENANCE SERVICE RECORDS

The Contractor shall keep a record of the routine maintenance items in need of correction on NJCU equipment. The Contractor shall bring this list to the attention of the University Facilities Department for necessary corrective action.

The Contractor shall provide and keep current suitable check charts in the machine room for each elevator. Upon completion of maintenance, the Contractor shall properly initial the chart to indicate the work has been completed.

In addition to check charts in each machine room, when the Contractor arrives on site for any reason, the Contractor shall notify the University Facilities Department so that an elevator maintenance log can be maintained. Upon leaving the premises, the Contractor

shall again notify the University Facilities Department to summarize, for the log, certain information regarding the visit. The information shall include columnar line entries for date, employee name, employee position classification, time of arrival, time of departure, hours worked and type and extent of work performed by elevator.

2.8.1 The Contractor must complete and submit an itemized list of work performed throughout the month to University Facilities Department. This list must include the following information:

- A. Date and time of call.
- B. Building location and state number.
- C. Description of shutdown and corrective measures taken.
- D. Class of work, i.e., routine maintenance or call back service.
- E. Time elevator returned to service.
- F. Note on list all extra charges to contract.
- G. Any safety tests performed, with the written results of said test for correction of these deficiencies within thirty (30) days after his receipt of such notice.

2.9 WORKING HOURS AND NUMBER OF WORKERS

Routine and repair work must be performed during the University's normal working hours. The University's working hours is 7:30am until 10 pm, Monday through Saturday. Sunday the University is closed.

The Contractor shall provide twenty-four (24) hour emergency call back service at no additional cost for all equipment under this contract. The Contractor agrees to have a workman report to the site of the emergency within one hour after receipt of a request for such service by telephone or otherwise from the University Facilities Department or representative. The emergency call back service shall be limited to minor adjustments or repairs of not more than two (2) hours on-site duration in order to provide uninterrupted elevator service. Emergency call back service shall be performed as part of this contract without additional charge. The Contractor shall provide NJCU with, names and telephone numbers of the persons to be contacted in case of an emergency. The Contractor's field personnel are to contact the University Facilities Department or designate upon entering or leaving the premises.

Response time during regular working hours must be within one (1) hour for regular calls and within thirty (30) minutes for passenger entrapments. Response time outside the regular working hours listed, Monday through Saturday and all of Sunday must be within two (2) hours for regular calls and within sixty (60) minutes for passenger entrapments.

Six (6) times per year, the contractor will provide an elevator mechanic to be on standby duty for special events and or assist with Fire Alarm Device Testing on the university campus. This service shall be provided for an eight (8) hour period on each visit. The exact hours of service shall be dictated by the owner and may include evenings, nights, Saturdays, Sundays and/or holidays. The Contractor can schedule “preventive maintenance” work for the mechanic during this tour of stand-by service. The Contractor will absorb all overtime and/or premium costs. The stand-by service described will be provided at no additional cost to the owner.

2.10 DRAWINGS AND WIRING DIAGRAMS

Drawings and wiring diagrams furnished by NJCU to facilitate the Contractor’s work shall be maintained and revised by the Contractor periodically as changes occur. At the expiration of the contract, the Contractor shall return to NJCU University Facilities Department three copies of the drawings and wiring diagrams which shall faithfully represent the “as modified” condition existing at the expiration date.

Any and all drawings and wiring diagrams furnished to the Contractor by NJCU or drawings and wiring diagrams prepared by the Contractor for work shall be considered the property of NJCU. The drawings and wiring diagrams shall be accessible to the University Facilities Department or representative at all times and must be turned over on request to the University Facilities Department.

2.11 EQUIPMENT, WIRING, AND CIRCUIT CHANGES

The Contractor must not make changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, not alter the original circuit or wiring design of the elevators unless changes are authorized in writing by the University Facilities Department. The Contractor must submit any proposed change to the University Facilities Department for approval. The submission must be in quadruplicate and it must include complete, neatly prepared drawing and wiring diagrams as well as a complete description of the proposed changes to the University Facilities Department. The Contractor shall have obtained comments from the original equipment manufacturer concerning the overall effect of such changes on the system.

2.12 FIELD QUALITY CONTROL SAFETY INSPECTIONS AND TESTS

The Contractor shall perform all service and repair work in compliance with the American National Standard Safety Code of Elevators, Dumbwaiters, Escalators and Moving Walks, ANSI A 17.1 and shall be subject to safety inspection by the Physical Plant Operations Supervisor or representative. The Contractor shall perform all inspections of the elevators / lifts as required by the ANSI A 17.1 Code as last revised. The Contractor shall periodically examine and test all safety devices, governors, oil buffers, etc. The Contractor shall make formal safety tests and inspections as required and outline in the ANSI A 17.1 Code. The tests shall be conducted in the presence of the elevator inspector. Tests performed annually and at five (5) year periods will be scheduled to comply with the annual and five (5) year intervals specified in the ASME A 17.1 Code. Upon award the Contractor must state when the one (1) one year and five (5) year tests will be conducted based on the dates done previous to the Contractor's term of award.

2.12.1 After completing the required safety and buffer test, the Contractor must submit a document to the University Facilities Department on their standard form indicating at least the following information:

- A. Type of test.
- B. Name of organization performing test.
- C. Address of the facility being tested.
- D. Elevator identification no.
- E. Car capacity.
- F. Speed.
- G. Type of elevator.
- H. Type of machine.
- I. Manufacturer of safety.
- J. Type of safety.

- K. Indication that governor has been checked for proper tripping speed and that the over speed switch is functional.
- L. Type, size and condition of governor rope before and after test.
- M. Load at which safety was tested.
- N. Speed at which governor tripped.
- O. Length of marks on each guide rail made by safety jaws.
- P. Number of turns remaining on Drum.
- Q. Did car or counterweight set level?
- R. Did governor set satisfactorily?
- S. Was governor calibrated?
 - i. At what speed?
- T. Was safety test satisfactory?
- U. At what speed and load were buffers tested?
- V. Was oil level satisfactory after rest?
- W. Indicate plunger compression return time.
- X. Indicate date test was made.
- Y. Signature of individual performing tests.
- Z. Any additional remarks which are applicable.
- AA. Name of the employee witnessing the tests.

After tests have been performed, all load weighing devices, etc., shall be checked and adjusted as required to meet manufacturer's recommendations. Cars shall not be placed in service until all tests, checks and adjustments are complete and elevators are in proper working condition. The Contractor shall not be held responsible for any damage to the building and equipment caused by these tests unless such damage is a result of the Contractor's negligence.

The Contractor shall coordinate the annual elevator state test of smoke detector and emergency generator systems with NJCU electrician, smoke detector Contractor and emergency generator Contractor.

2.13 ADDITIONAL WORK

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the vendor will be requested to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

3. RFP SUBMISSION DELIVERABLES

3.1 ORGANIZATIONAL SUPPORT AND EXPERIENCE

This section shall contain all pertinent information relating to bidder's organization, personnel and experience that would substantiate the firm's qualifications and capabilities to perform the service required by the scope of this RFP. Please provide all the information requested, and tabbed as follows:

- 3.1.1 Provide the firm name, address and the names, contact information (addresses, telephone and facsimile numbers and e-mail addresses), relevant experience and proposed roles of those individuals who will be directly responsible for serving the University on a day-to-day basis.
- 3.1.2 Provide a brief history of your firm, specifically discussing your firm's experience with higher education.
- 3.1.3 Provide three references from higher education from current and/or past clients and discuss the services you have provided or are currently providing to them.
- 3.1.4 Provide a list of all clients lost within the last three years which includes:
 - a) A contact name and telephone number
 - b) Length of service at the account
 - c) Reason for the loss
- 3.1.5 Describe any pending, concluded or threatened litigation, administrative proceedings or federal or state investigations or audits, subpoenas or other information requests of or involving your firm or owners, principals or employees of your firm for the past five (5) years. Describe the nature and status of the matter and the resolution, if concluded. List any sanctions or penalties brought against your firm or any of its personnel (including suspension or debarment) imposed on your firm or any of its personnel by any regulatory or licensing agencies. Please include a description of the reasons for the sanction or penalties and whether such sanctions or penalties are subject to appeal. Please describe any potential conflict that may affect your service to the University.

- 3.1.6 Describe your firm's policy relative to the prohibition of discriminatory employment practices, affirmative action and equal opportunity and note the minority and female participating employees would serve the University.
- 3.1.7 Provide all information as detailed in Section 5. Financial Proposal of this RFP.
- 3.1.8 Provide all Forms and Attachments as detailed in Section 4.3.1 of this RFP.
- 3.1.9 Oral Presentation - Agencies who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to representatives of the University. This will provide an opportunity for the agency to clarify or elaborate on the proposal but in no way change the bidder's original proposal.

4. BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to read and follow all instruction contained in the RFP, and subsequent Addendums, in preparing and submitting its bid proposal.

Note: Bid Proposals shall not contain URLs (Uniform Resource Locators, i.e. the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that bid proposal's content changes as the reference web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered for award, the bid proposal must be received by Procurement Services at the appropriate location by the required time in a sealed envelope as per Section 1.3.2. The date and time is indicated on the cover sheet.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER, TITLE, AND THE BIDDERS NAME AND ADDRESS.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposal. Late bid proposals are ineligible for consideration.

4.3 BID PROPOSAL CONTENT

4.3.1 MANDATORY SUBMITTAL FORMS

The following forms/certificates are to be included in your Proposal Response, Attachments can be found in Appendix A:

- a) Statement of Compliance (attached)
- b) Affirmative Action Requirements (attached)
- c) Non-Collusion Statement (attached)
- d) Certification and Disclosure of Political Contributions (EO 51 and 117) (attached)

- e) Disclosure of Investment Activities in Iran (attached)
- f) MacBride Principles Certification (attached)
- g) Source Disclosure Certification (EO 129) (attached)
- h) New Jersey Business Registration Certificate
- i) Request for Taxpayer Identification Number and Certification (Current W-9 Form)
- j) Supplier Form (attached)
- k) Terms and Conditions (attached)
- l) If applicable, NJ Small Business Enterprise (SBE), Woman Business Enterprise (WBE), and/or Minority Business Enterprise (MBE) Certification(s)
- m) Point of Contact Form (attached)

4.3.2 EXTENSION OF MEMBER PRICING

Extension of Pricing for Member Institutions

Will you extend contract prices to other State Colleges and Universities?

Yes _____ No _____

New Jersey City University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions; the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA?

Yes _____ No _____

5. FINANCIAL PROPOSAL

NEW JERSEY CITY UNIVERSITY ELEVATOR ROSTER AND PRICE SHEET

5.1 COST SHEET FOR YEAR 1

Item	Location	Number of Elevator(s) and Type	Monthly Cost for Building
1	Grossnickle Hall	One - Traction	
2	Hepburn Hall	One – Hydraulic	
3	Guarini Library	Two – Hydraulic	
4	Rossey Hall	Two - Traction	
5	Science Building	Two – Hydraulic	
6	Gilligan Student Union	Three – Hydraulic	
7	Vodra Hall	Two – Traction	
		One – Hydraulic	
8	CO-OP Resident Hall	One – Hydraulic	
9	251 West Side Avenue	One – Hydraulic	
10	Fries Hall	One – Hydraulic	
11	Athletic Center	One – Hydraulic	
12	Professional Studies	Two – Hydraulic	
13	Visual Arts Building	One – Hydraulic	
14	Charter School	One – Hydraulic	
15	Black Box Theater	One – Hydraulic	
16	Karnoutsos Building	Two - Traction	
17	A. Harry Moore***	Three - Traction	

****Subject to change*

NEW JERSEY CITY UNIVERSITY ELEVATOR ROSTER AND PRICE SHEET

5.2 COST SHEET FOR YEAR 2

Item	Location	Number of Elevator(s) and Type	Monthly Cost for Building
1	Grossnickle Hall	One - Traction	
2	Hepburn Hall	One – Hydraulic	
3	Guarini Library	Two – Hydraulic	
4	Rossey Hall	Two - Traction	
5	Science Building	Two – Hydraulic	
6	Gilligan Student Union	Three – Hydraulic	
7	Vodra Hall	Two – Traction	
		One – Hydraulic	
8	CO-OP Resident Hall	One – Hydraulic	
9	251 West Side Avenue	One – Hydraulic	
10	Fries Hall	One – Hydraulic	
11	Athletic Center	One – Hydraulic	
12	Professional Studies	Two – Hydraulic	
13	Visual Arts Building	One – Hydraulic	
14	Charter School	One – Hydraulic	
15	Black Box Theater	One – Hydraulic	
16	Karnoutsos Building	Two - Traction	
17	A. Harry Moore***	Three - traction	

****Subject to change*

NEW JERSEY CITY UNIVERSITY ELEVATOR ROSTER AND PRICE SHEET

5.3 COST SHEET FOR YEAR 3

Item	Location	Number of Elevator(s) and Type	Monthly Cost for Building
1	Grossnickle Hall	One - Traction	
2	Hepburn Hall	One – Hydraulic	
3	Guarini Library	Two – Hydraulic	
4	Rossey Hall	Two - Traction	
5	Science Building	Two – Hydraulic	
6	Gilligan Student Union	Three – Hydraulic	
7	Vodra Hall	Two – Traction	
		One – Hydraulic	
8	CO-OP Resident Hall	One – Hydraulic	
9	251 West Side Avenue	One – Hydraulic	
10	Fries Hall	One – Hydraulic	
11	Athletic Center	One – Hydraulic	
12	Professional Studies	Two – Hydraulic	
13	Visual Arts Building	One – Hydraulic	
14	Charter School	One – Hydraulic	
15	Black Box Theater	One – Hydraulic	
16	Karnoutsos Building	Two - Traction	
17	A. Harry Moore***	Three - traction	

****Subject to change*

NEW JERSEY CITY UNIVERSITY ELEVATOR ROSTER AND PRICE SHEET

5.4 COST SHEET FOR YEAR 4 (OPTIONAL YEAR)

Item	Location	Number of Elevator(s) and Type	Monthly Cost for Building
1	Grossnickle Hall	One - Traction	
2	Hepburn Hall	One – Hydraulic	
3	Guarini Library	Two – Hydraulic	
4	Rossey Hall	Two - Traction	
5	Science Building	Two – Hydraulic	
6	Gilligan Student Union	Three – Hydraulic	
7	Vodra Hall	Two – Traction	
		One – Hydraulic	
8	CO-OP Resident Hall	One – Hydraulic	
9	251 West Side Avenue	One – Hydraulic	
10	Fries Hall	One – Hydraulic	
11	Athletic Center	One – Hydraulic	
12	Professional Studies	Two – Hydraulic	
13	Visual Arts Building	One – Hydraulic	
14	Charter School	One – Hydraulic	
15	Black Box Theater	One – Hydraulic	
16	Karnoutsos Building	Two - Traction	
17	A. Harry Moore***	Three - traction	

****Subject to change*

NEW JERSEY CITY UNIVERSITY ELEVATOR ROSTER AND PRICE SHEET

5.5 COST SHEET FOR YEAR 5 (OPTIONAL YEAR)

Item	Location	Number of Elevator(s) and Type	Monthly Cost for Building
1	Grossnickle Hall	One - Traction	
2	Hepburn Hall	One – Hydraulic	
3	Guarini Library	Two – Hydraulic	
4	Rossey Hall	Two - Traction	
5	Science Building	Two – Hydraulic	
6	Gilligan Student Union	Three – Hydraulic	
7	Vodra Hall	Two – Traction	
		One – Hydraulic	
8	CO-OP Resident Hall	One – Hydraulic	
9	251 West Side Avenue	One – Hydraulic	
10	Fries Hall	One – Hydraulic	
11	Athletic Center	One – Hydraulic	
12	Professional Studies	Two – Hydraulic	
13	Visual Arts Building	One – Hydraulic	
14	Charter School	One – Hydraulic	
15	Black Box Theater	One – Hydraulic	
16	Karnoutsos Building	Two - Traction	
17	A. Harry Moore***	Three - traction	

****Subject to change*

5.6 HOURLY COST SHEET

Bidders are to submit in the bid price line located below the amount NJCU will be charged OVER the Prevailing Wage Rate for any work outside of the normal maintenance scope of work. This price will be added to the Prevailing wage rate (and any increase in Prevailing Wage Rate during the term of the contract) and establishes the actual hourly rate that shall be paid by NJCU. This figure should include, at a minimum, workmen compensation, social security, unemployment insurance, administrative, materials and all other costs that the vendors incurs in the process of doing business. Additionally, the vendor should also include its expected profits in this proposed price.

5.6.1 FIRST CONTRACT YEAR:

Forman: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Adjuster: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Mechanic: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Helper: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

5.6.2 SECOND CONTRACT YEAR:

Forman: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Adjuster: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Mechanic: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Helper: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

5.6.3 THIRD CONTRACT YEAR:

Forman: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Adjuster: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Mechanic: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Helper: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

5.6.4 OPTIONAL FOURTH CONTRACT YEAR:

Forman: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Adjuster: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Mechanic: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Helper: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

5.6.5 OPTIONAL FIFTH CONTRACT YEAR:

Forman: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Adjuster: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Mechanic: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Helper: Amount Charged OVER the Prevailing Wage Rate: _____/Hr

Note #1: The above hourly rates must include all costs including travel. No allowances will be granted after this RFP is awarded to compensate Contractor's travel expense. It must be included in the hourly rates listed above.

5.7 PRICING FOR PARTS, MATERIALS, AND CONTRACTOR'S ACTUAL COST FOR ADDITIONAL WORK AND/OR SPECIAL PROJECTS:

In the space below, indicate the percentage over actual cost the Contractor will use for parts, materials or subcontractor cost. The percentage over actual cost shall include all office, administrative, and technical resources necessary for the procurement, identification and management of parts, materials and or subcontractors.

% markup over "Contractor actual cost"_____ %.

Note: Contractor actual cost is the dollar amount paid by the Contractor for the item(s) requested by the department. It does not include freight, employee wages, taxes or any other possible charges unless approved in writing by the approved designee of NJCU. Discounts off list price or % markup over list price or end user price are not acceptable. The Contractor must submit documentation with its invoice.

Please note: Failure to complete form where indicated, signed and dated will result in rejection of bid.

Appendix A – Required Forms/Certificates

STATEMENT OF COMPLIANCE

1. We, the Undersigned, acting through its authorized officers and intending to be legally bond, agree that this bid proposal shall constitute an offer by the Undersigned to enter into a Contract with the acts and things therein provided, which offer shall be irrevocable for 60 calendar days with additional extension upon consent, from the date of opening hereof and that the University may accept this offer at any time during said period by notifying the Undersigned of the acceptance of said offer.

2. We, the Undersigned, a sole proprietor/partnership/corporation created and existing under the laws of the State of _____, has its business at

Vendor Name _____

Vendor Address _____

Telephone _____

Fax _____

E-Mail _____

Sign by _____
Proprietor/Principal/President

Attested by _____
Secretary



PURCHASING DEPARTMENT
AFFIRMATIVE ACTION REQUIREMENTS FOR PROCUREMENT,
PROFESSIONAL OR SERVICE CONTRACTING

Contractors/Vendors must submit one of the following within seven (7) days of award of contract:

- _____ 1. If the Contractor/Vendor has a Federal Affirmative Action Plan Approval which consists of a valid letter from the Office of Federal Contract Compliance Programs.
A photo copy of the letter of approval is to be submitted to the public agency.
- _____ 2. If the Contractor/Vendor has a Certificate of Employee Information Report.

A photo copy of the Certificate is to be submitted to the public agency.
The number is:_____.
- _____ 3. If Contractor/Vendor has none of the above, the public agency is required to provide the Contractor/Vendor with an A.A.302 Affirmative Action Employee Information Report.

NOTE: The Federal Affirmative Action Plan Approval or the Certificate of Affirmative Action Employee Information Report may be requested prior to the signing of the contract.

The Affirmative Action Employee Information Report (A.A.302) is only to be provided to the Contractor/Vendor that will be awarded the contract.

The Public Agency may require the Contractor/Vendor that is to be awarded the contract to submit their Affirmative Action Employee Information Report (marked Public Agency) at the time the signed contract is returned to the Agency.

The appropriate Affirmative Action document should be submitted by the seventh day after the notification of intent to award a contract or the signing of the contract.

If the Contractor/Vendor does not submit the Affirmative Action document within the required time period, the Public Agency may extend the time period to the fourteenth calendar day.

If by the fourteenth calendar day the Contractor/Vendor does not submit the Affirmative Action document, the Public Agency must declare the Contractor/Vendor as being non-responsive and award the contract to the next lowest responder.

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND 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, sex, affection or sexual orientation. The contract 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 or affection or sexual orientation. 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, sex, affectional or sexual orientation;

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex,

affectional or sexual orientation 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.

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, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



NEW JERSEY CITY UNIVERSITY

PURCHASING DEPARTMENT

NON-COLLUSION STATEMENT

DATE: _____

New Jersey City University
Purchasing Department
2039 Kennedy Boulevard
Jersey City, New Jersey 07305

This is to certify that the undersigned responder, _____, has not, either 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 proposal submitted to New Jersey City University on the _____ day of _____ 2018.

Signature of Responder _____

Corporate Seal:

Attest: _____
Secretary

Sworn to and subscribed before this _____

day of _____ 2018.

My Commission expires _____.

Notary Public

THIS STATEMENT MUST BE COMPLETED AND SIGNED IN ORDER FOR THE RFP RESPONSE TO BE CONSIDERED.

NON-COLLUSION STATEMENT

New Jersey City University requires as a condition precedent to acceptance of RFP responses, a sworn statement executed by, or on behalf, of the person, firm, association or corporation to whom such contract is to be awarded certifying that such person, firm, association or corporation has not, either 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 such contract. The form for this sworn statement is included in the proposal and must be properly executed in order to have the RFP response considered.

INFORMATION AND INSTRUCTIONS

For Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Chapter 51 Form

Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

State Agency Instructions: Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bsol/>) to check the status of a vendor’s Chapter 51 certification before contacting the Review Unit’s mailbox at CD134@treas.nj.gov. If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to CD134@treas.nj.gov to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

Instructions for Completing the Form

Part 1: BUSINESS ENTITY INFORMATION

Business Name – Enter the full legal name of the vendor, including trade name if applicable.

Address, City, State, Zip and Phone Number -- Enter the vendor's street address, city, state, zip code and telephone number.

Vendor Email – Enter the vendor’s primary email address.

Vendor FEIN – Please enter the vendor’s Federal Employment Identification Number.

Business Type - Check the appropriate box that represents the vendor's type of business formation.

Listing of officers, shareholders, partners or members - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

Name of Recipient - Enter the full legal name of the recipient.

Address of Recipient - Enter the recipient's street address.

Date of Contribution - Indicate the date the contribution was given.

Amount of Contribution - Enter the dollar amount of the contribution.

Type of Contribution - Select the type of contribution from the examples given.

Contributor's Name - Enter the full name of the contributor.

Relationship of the Contributor to the Vendor - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity.

(No additional Certification and Disclosure forms are required if BOX A is checked.)

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

Read the five statements of certification prior to signing.

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

State Agency Procedure for Submitting Form(s)

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: cd134@treas.nj.gov or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

Business Entity Procedure for Submitting Form(s)

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Questions & Information

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>.



Division of Purchase and Property

Two-Year Chapter 51/Executive Order 117 Vendor Certification and
Disclosure of Political Contributions

FOR STATE USE ONLY

Solicitation, RFP, or Contract No. _____ Award Amount _____

Description of Services _____

State Agency Name _____ Contact Person _____

Phone Number _____ Contact Email _____

Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting
recertification**

Part 1: Business Entity Information

Full Legal Business Name _____
(Including trade name if applicable)

Address _____

City _____ State _____ Zip _____ Phone _____

Vendor Email _____ Vendor FEIN (SS# if sole proprietor/natural person) _____

**Check off the business type and list below the required information for the type of business selected.
MUST BE COMPLETED IN FULL**

- Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write "sole officer" after the officer's name.)
- Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- Partnership: LIST ALL PARTNERS with any equity interest
- Limited Liability Company: LIST ALL MEMBERS with any equity interest
- Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

All Officers of a Corporation or PC

**10% and greater shareholders of a corporation
or all shareholders of a PC**

All Equity partners of a Partnership

All Equity members of a LLC

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.

- 1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

- 2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Candidate Committee for or Election Fund of any Governorial or Lieutenant Governorial candidate
State Political Party Committee
County Political Party Committee

- 3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:**

Municipal Political Party Committee
Legislative Leadership Committee

Full Legal Name of Recipient _____
Address of Recipient _____
Date of Contribution _____ Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____
Contributor Name _____
Relationship of Contributor to the Vendor _____
If this form is not being completed electronically, please attach additional contributions on separate page. Click the "Add a Contribution" tab to enter additional contributions.
<input type="button" value="Remove Contribution"/>
<input type="button" value="Add a Contribution"/>

Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.

Part 3: Certification (Check one box only)

- (A) I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

- I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.**
- All reportable contributions made by or attributable to the business entity have been listed above.**

3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
 - (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
 - (ii) Any State, County or Municipal political party committee; OR
 - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
 - (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
 - (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name _____ Print Name _____

Title/Position _____ Date _____

Procedure for Submitting Form(s)

The contracting State Agency should submit this form to the Chapter 51 Review Unit when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

The business entity should return this form to the contracting State Agency. The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Forms should be submitted either electronically to: cd134@treas.nj.gov , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.

State of New Jersey
Division of Purchase and Property
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____ **Bidder/Offeror:** _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. 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 boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 thereby 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 that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

MACBRIDE PRINCIPLES FORM

BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH THE MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989.

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles which are the subject of this law, they shall take such 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.

I certify, pursuant to N.J.S.A. 52:34-12.2, that the entity for which I am authorized to bid:

Has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

Will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride Principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

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; that the State of New Jersey 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 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, 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature:

Print Name:

Title:

Firm Name:

Date:

"N.J.S.A. 52:34-13.2 CERTIFICATION"
SOURCE DISCLOSURE CERTIFICATION FORM

Contractor: _____ Waiver Number: _____

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Contractor.

The Contractor submits this Certification in response to the referenced contract issued by the Division of Purchase and Property, Department of the Treasury, State of New Jersey (the "Division"), in accordance with the requirements of N.J.S.A. 52:34-13.2.

Instructions:

List every location where services will be performed by the Contractor and all Subcontractors.

If any of the services cannot be performed within the United States, the Contractor shall state, with specificity the reasons why the services cannot be so performed. Attach additional pages if necessary.

Contractor and/or Subcontractor	Description of Services	Performance Location[s] by COUNTRY	Reasons why services cannot be performed in USA
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Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Contractor to the Director, Division of Purchase and Property (the "Director").

The Director shall determine whether sufficient justification has been provided by the Contractor to form the basis of his certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

I understand that, after award of a contract to the Contractor, it is determined that the Contractor has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Contractor shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions.

I further understand that this Certification is submitted on behalf of the Contractor in order to induce the Division to accept a bid proposal, with knowledge that the Division is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Contractor: _____
[Name of Organization or Entity]

By: _____

Title: _____

Print Name: _____

Date: _____

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- 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, later.



SUPPLIER FORM

Procurement Department
 2039 Kennedy Blvd., Hepburn Hall, Room 111
 Jersey City, New Jersey 07305-1597
 Telephone 201-200-3159 Fax: 201-200-3238
 Email: ps@njcu.edu

Instructions/Purpose: In order to comply with various government regulations and to update our supplier information files, please complete and return this form to the email above.

Supplier Name:					
PURCHASE ORDER INFORMATION					
Mailing Address:					
City:		State:		ZIP:	
Sales Contact:				Title:	
Direct Phone:		General Phone:		Fax:	
Email Address:		General Email:			
<u>PO Dispatch Email Address (for use in auto dispatch):</u>					
REMIT TO INFORMATION (if different from above)					
Mailing Address:					
City:		State:		ZIP:	
AP Contact:				Title:	
Direct Phone:		General Phone:		Fax:	
Email Address:		General Email:			

 TYPE OF BUSINESS: (CHECK ALL THAT APPLY)

MINORITY BUSINESS ENTERPRISE (MBE):

- | | | |
|--|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Multiple Ethnicities |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Unspecified |

WOMEN BUSINESS ENTERPRISE (WBE)

SMALL BUSINESS ENTERPRISE (SBE)

NONE OF THE ABOVE

OTHER (please describe): _____

I ATTEST THAT INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY INFORMATION WILLFULLY FALSIFIED OR OMITTED MAY RESULT IN THIS FIRM BEING DISBARRED FROM BIDDING ON CONTRACTS FOR A PERIOD OF UP TO TWO YEARS, AND LIABILITY ATTENDANT TO CIVIL AND CRIMINAL PENALTIES. THE COMPLETION OF THIS FORM IN NO WAY OBLIGES THE UNIVERSITY OR GUARANTEES OPPORTUNITIES TO BID OR RECEIVE ORDERS.

SIGNATURE _____ DATE _____



In order to ensure we contact the correct person when issuing information about this RFP please provide the following information:

Point of Contact: _____

Title: _____

Address: _____

Apt/Suite: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email address: _____