

# COMPREHENSIVE ELEVATOR PREVENTATIVE MAINTENANCE

FOR THE PERIOD OF JULY 1, 2023 – JUNE 30, 2024

QUOTES ARE DUE AT THE OFFICE OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY, JOHN A. SERAPIGLIA, JR., NO LATER THAN THURSDAY, MAY 18, 2023 AT 2:00 P.M.

Please submit your written proposal for maintaining **EIGHT (8)** elevators. Said proposal shall *at minimum* define:

▪ What is included	▪ What is not included
▪ Building owner responsibility	▪ Terms and conditions

Elevators are located at:

- ◆ School #1 (1 unit)  
728 North Wood Avenue  
Linden, NJ 07036  
908.486.2668
- ◆ School #2 (1 unit)  
1700 S. Wood Avenue  
Linden, NJ 07036  
908.862.3287
- ◆ School #6 (1 unit)  
19 E. Morris Avenue  
Linden, NJ 07036  
908.862.3333
- ◆ McManus Middle School (1 unit)  
300 Edgewood Road  
Linden, NJ 07036  
908.486.7751
- ◆ Linden High School (1 unit)  
121 W. St. Georges Avenue  
Linden, NJ 07036  
908.486.5432
- ◆ Linden Academy of Science & Technology (2 units)  
128 W. St. Georges Avenue  
Linden, NJ 07036  
908.486.2212
- ◆ School No. 8 (1 unit)  
500 W. Blancke Street  
Linden, NJ 07036  
908.862.4397

Your proposal for the above is to be based on a one (1) contract. The district will have the option to renew with you on a yearly basis, for one year in length, up to four (4) times. Renewal contingent upon approval of both Owner and Contractor. Additionally, said **proposal is to include cost of annual pressure testing.**

**AFFIRMATIVE ACTION**

REQUIRED AFFIRMATIVE ACTION EVIDENCE

**A. Procurement Affirmative Action Evidence**

All successful vendors must submit within seven days (7) of the notice of intent to award or the signing of the contract one of the following (**samples on following pages**):

***YOU MUST CHECK OFF ONE!!!***

\_\_\_\_ 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval.

**-- SEE SAMPLE ON PAGE 3 --**

or

\_\_\_\_ 2. A photocopy of their Certificate of Employee Information Report.

**-- SEE SAMPLE ON PAGE 4 --**

or

\_\_\_\_ 3. A completed Affirmative Action Employee Information Request (AA032).  
(Form available upon request to Linden Board of Education.)

**-- SEE SAMPLE ON PAGE 5 --**

**THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.**

I have read the above statement.

\_\_\_\_\_  
Signature of Vendor/Contractor

\_\_\_\_\_  
Print

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_\_.

U.S. Department of Labor

Employment Standards Administration  
Office of Federal Contract  
Compliance Programs  
Newark Area Office  
134 Evergreen Place, Fourth Floor  
East Orange, NJ 07018



Reply to the Attention of:

President

**SAMPLE**

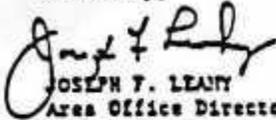
Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 1985.

We found no apparent deficiencies or violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

  
JOSEPH F. LEAMY  
Area Office Director

cc: ✓ John C. Besson, Sr. Employment Affirmative Action Representative  
Louis J. Zanoni, Manager Employment/Employee Relations

Certification \_\_\_\_\_

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**VOID**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 of aeg. and the State Treasurer has approved said report. This approval will remain in effect for the period of \_\_\_\_\_

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**VOID**



*Douglas C. Seaman*  
State Treasurer

**STATE OF NEW JERSEY**  
**Division of Contract Compliance & Equal Employment Opportunity**  
**EMPLOYEE INFORMATION REPORT**

**IMPORTANT - READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.**

**SECTION A — COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY
	STATE	ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY
	STATE	ZIP CODE
7. CHECK ONE: IS THIS COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT	CITY	COUNTY
	STATE	ZIP CODE
OFFICIAL USE ONLY	DATE RECEIVED	INAUG. DATE
		ASSIGNED CERTIFICATION NUMBER

**SECTION B — EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (COLS. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	FEMALE AMER. INDIAN	ASIAN	NON MIN.	
Office Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-Skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment from previous Report (If any)														
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED? MO   DAY   YEAR
13. DATES OF PAYROLL PERIOD USED FROM: _____ TO: _____		

**SECTION C — SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO   DAY   YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE
	ZIP CODE	PHONE (Area Code, No., Extension)	

WHITE - DIV. OF CONTRACT COMPLIANCE; CANARY - DIV. OF CONTRACT COMPLIANCE DP; PINK - PUBLIC AGENCY; GOLD - VENDOR

**STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

REQUIRED REGISTRATION EVIDENCE

P.L. 2004, c.57 – State Contract Business Requisition Program (Business Registration Certificate). The law provides that a copy of the Business Registration Certificate issued by the State of New Jersey Department of Treasury shall be provided at the time any bid or request for proposal (RFP) is submitted; **failure to do so is fatal defect and cannot be cured**; A copy of the Business Registration Certificate shall be submitted **before** any purchase order or other contracting document can be issued. **Contractors are responsible for notifying subcontractors!!**

-- SEE SAMPLE ON PAGE 7 --

***\*\*AFFIX CERTIFICATE IN THIS SPACE\*\****

I have read the above statement.

\_\_\_\_\_  
Company (Print)

\_\_\_\_\_  
\_\_\_\_\_  
Address (Print/Type)

\_\_\_\_\_  
Vendor/Contractor (Signature)

\_\_\_\_\_  
Vendor/Contractor (Print/Type)

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_\_.



## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)**

**N.J.A.C. 17:27 et seq.**

### **GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

During the performance of this contract, \_\_\_\_\_, agrees as follows:

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

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

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

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

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

## **EXHIBIT A (Cont.)**

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

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/).)

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_







**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CONTRACT / BID SOLICITATION TITLE**

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**CONTRACT / BID SOLICITATION No.**

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**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the  contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law. **Description of Prohibited Activity**

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<sup>1</sup> Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share;

(2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

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*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

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Signature of Authorized Representative

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Date

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Print Name and Title of Authorized Representative

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Vendor Name

