

LINDEN BOARD OF EDUCATION
REQUIRED INFORMATION CHECKLIST

MAINTENANCE AND REPAIR OF MASTER AND SECONDARY CLOCKS 2023-2024
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The following forms as noted below are part of the bid/quotation package and must be properly completed and submitted with bid proposal. ***PLEASE CHECK-OFF EACH ITEM TO SHOW COMPLIANCE!!***

- _____ 1. Affirmative Action Evidence – Including Exhibit A
- _____ 2. Contract Data Sheet
- _____ 3. Disclosure of Investment Activities in Iran
- _____ 4. Political Contribution Disclosure Form
- _____ 5. Public Works Registration Act Certificate
- _____ 6. Specifications and Quotation Form
- _____ 7. State of New Jersey Business Registration Certificate
- _____ 8. Certification Of Non-Involvement In Prohibited Activities In Russia Or Belarus

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

SPECIFICATIONS FOR MAINTENANCE AND REPAIR OF MASTER AND SECONDARY CLOCKS 2023-2024

SCOPE OF WORK

Provide maintenance and repair services of master and secondary clocks for the School Year 2023-2024 (July 1, 2023 – June 30, 2024) at the Buildings and for the Systems listed below:

<u>BUILDING</u>	<u>CLOCK SYSTEM</u>
• High School	Telecor Digital
• Linden Academy	Lathem ISS-2-384
• Academy of Excellence	Bogen
• McManus Middle School	Lathem
• Soehl Middle School	American Time Sitesync Wireless
• School No. 1	Midwest MTC 200
• School No. 2	Primex (Primex wall clocks)
• School No. 4	Lathem/LTR-4 HDC
• School No. 5	Primex (Primex wall clocks)
• School No. 6	Simplex
• School No. 8	Midwest MTC 400
• School No. 9	Midwest MTC 200
• School No. 10	Lathem

A. SCHEDULE

One preventative maintenance visit shall be performed at each building per year. Preventative maintenance to include but not be limited to cleaning and oiling of master clocks; changing of work drop contacts, micro-switches, motors and relays as required; cleaning, adjust and repair secondary clocks providing parts as required at no additional charge (for room or master clocks). Preventative maintenance to be done in all buildings in July or August and shall include one bell schedule change, if required, at no charge and on preventative maintenance visit only.

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B. ANNUAL TIME CHANGES

The time change from standard to daylight savings time and from daylight savings time to standard time shall be provided on the Friday prior to the Sunday change is effective at no additional cost to the Board of Education.

C. EMERGENCY CALLS

Provide two (2) emergency service calls per building, per year, (which may be transferred from one building to another) to correct problems with equipment. Wiring or vandalism will not be covered by these emergency calls. The contractor is not responsible and may be reimbursed for emergency repairs including parts and labor for acts of vandalism or conditions beyond his control, such as floods or other acts of God, fire, explosion, civil commotion or war. All work performed under this paragraph must be first approved by John A. Serapiglia, Jr., Business Administrator/Board Secretary, (908) 486-2800, Ext. 8015.

D. SERVICE REPORTS

A service report outlining time on job, technician, parts used and description of work accomplished to be provided on each service call and preventative maintenance visit. Necessary work not covered by contract found on service calls is to be outlined in detail with corrective action. Recommendations to be provided in writing cost for repairs. Any work performed under this paragraph must first be approved by John A. Serapiglia, Jr., Business Administrator/Board Secretary, (908) 486-2800, Ext. 8015 and a purchase order issued to cover same. **NOTE: Travel time and expenses are the responsibility of the vendor providing the service.**

E. PARTS DEFINITION

Parts are defined as: Parts of whole or sub-assemblies. Whenever possible, vendor will use parts manufactured and/or supplied by the manufacturer of the equipment being serviced and/or repaired. All parts must be compatible with the existing operating system and guaranteed for ninety (90) days.

F. FACILITIES TO BE SERVICED

A listing of each building address and telephone number is attached to aid in inspection of specified systems. No exception to these specifications will be allowed due to the service contractor's lack of knowledge of the specified systems equipment.

G. CONTRACT RENEWAL/EXTENSIONS

Bidder agrees that the Owner may renew the contract(s) with the successful bidder in accordance with applicable law for up to four (4) additional one (1) year periods.

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FACILITIES TO BE SERVICED (continued)

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>PRINCIPAL</u>
Linden High School	121 W. St. Georges Avenue	908-486-5432	Charles Koonce
Linden Academy	128 W. St. Georges Avenue	908-486-2212	Charles Koonce
McManus Middle School	300 Edgewood Road	908-486-7751	Michael Walters
Soehl Middle School	301 E. Elm Street	908-486-0050	Gwendolyn Long
School No. 1	728 N. Wood Avenue	908-486-2668	Norma Diaz
School No. 2	1700 S. Wood Avenue	908-862-3287	Peter Fingerlin
School No. 4	1602 Dill Avenue	908-486-3286	Dr. Suzanne Olivero
School No. 5	1014 Bower Street	908-486-2666	Dr. Laura Scamardella
School No. 6	19 E. Morris Avenue	908-862-3003	William Mastriano
School No. 8	500 W. Blancke Street	908-862-4397	Michelle Rodriguez
School No. 9	Kent Place & Deerfield Terrace	908-486-5164	Dr. Larry Plummer
School No. 10	2801 Highland Avenue	908-486-2043	David Walker

G. GENERAL

Contractors shall meet all of the following criteria and must submit proof of same by completion of attached Contractor Data Sheets.

1. Be regularly engaged in the servicing of electrical and electronic clock systems for at least three (3) years.
2. Maintain a 24-hour service capability with sufficient resources to assure timely emergency repair response.
3. The Contractor shall not shut down any equipment unless permission is first obtained from an authorized employee* of the Linden Board of Education (*Building Principal).
4. It shall be the responsibility of the Contractor upon the termination date of the contract to leave the equipment and systems in a fully operations first class condition.

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H. AUTHORIZATION TO DO BUSINESS IN THE STATE OF NEW JERSEY

- a. P.L. 1999 Chapter 238 – The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the “New Jersey Prevailing Wage Act”, P.L. 1963 C.150 (c.34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor unless they are registered with the commissioner of labor. For the purpose of the public works contractor registration act, no pumping station, treatment plant or other facility associated with utility and environmental construction, reconstruction, demolition, alteration, repair or maintenance shall be regarded as a public building open to and used by the general public or public institution.

- b. 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!!**

- c. Should the successful bidder be a corporation not organized under the laws of the State of New Jersey, the award of Contract and payment of consideration there under shall be conditioned upon said Corporation promptly filing a certificate of doing business in the State of New Jersey and complying with the provisions of the laws of the State of New Jersey in that regard.

I. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 enclosed in the bid to attest, under penalty of perjury, that the person or entity, or one of 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 Board finds a person or entity to be in violation of the principles which are the subject of this law, they 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.

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J. CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to NJSA 52:32-60.1, et. Seq (PL 2022, c3) any person or entity that seeks to enter into or renew a contract with a NJ public entity must 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.3,1 section 1.e, except as permitted by federal law

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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_____.

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AFFIRMATIVE ACTION SUPPLEMENT

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

- a. 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, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional 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 non-discrimination clause.
- b. 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.
- c. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Public Agency Compliance office 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.
- d. The contractor or subcontractor, where applicable agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127 (N.J.A.C. 17:27), as amended and supplemented from time to time and the Americans with Disabilities Act.
- e. 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 section 5.2 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127 (N.J.A.C. 17:27), 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 section 5.2 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127 (N.J.A.C. 17:27), as amended and supplemented from time to time.
- f. The contractor or subcontractor agrees to inform in writing all recruitment agencies, 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.
- g. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conform to the principals of job-related testing, as established by applicable federal law and applicable federal court decisions.

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- h. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the status and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

- i. The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action 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 (N.J.A.C. 17:27).

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

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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 11 --

or

____ 2. A photocopy of their Certificate of Employee Information Report.

-- SEE SAMPLE ON PAGE 12 --

or

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

-- SEE SAMPLE ON PAGE 13 --

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_____.

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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

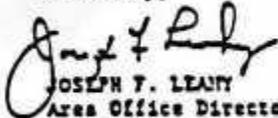
Dear

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

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Certification _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

VOID

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

VOID



Douglas C. Seaman
State Treasurer

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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.

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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/).

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: _____



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

CONTRACT / BID SOLICITATION TITLE

CONTRACT / BID SOLICITATION No.

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](#),¹ 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**

¹ 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 90th 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.

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Vendor Name

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**CONTRACT DATA SHEET
MAINTENANCE OF CLOCK SYSTEMS**

(TO BE COMPLETED BY CONTRACTOR)

1. The number of years your firm has been performing maintenance of clock systems. _____

2. Location of contractor's office that will be responsible for managing this contract.

NAME _____

ADDRESS _____

PHONE NUMBER _____

3. Location of contractor's facility where contractor's equipment may be inspected.

NAME _____

ADDRESS _____

PHONE NUMBER _____

4. Number of qualified Service Technicians (Full-Time) capable of servicing these systems. _____

5. Name(s) and phone number(s) of management personnel to be contacted if problems or emergencies occur:

NAME(S) _____

PHONE NUMBER _____

NAME(S) _____

PHONE NUMBER _____

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6. List the individual that may be contacted at all times if service or information is requested by the Board of Education.

NAME _____

ADDRESS _____

PHONE NUMBER _____

7. Provide a list of institutions, industries and commercial buildings now under contract with your firm. Include the length of time each contract has been in force and the name of a person with phone number so that we may contact them for a reference of your company's qualifications.

<u>CURRENT CLIENTS</u>	<u>LENGTH OF CONTRACT</u>	<u>NAME AND PHONE # TO CONTACT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Please provide a listing of contracts your firm has lost during the last three (3) years with reason for termination.

<u>CLIENT</u>	<u>REASON TERMINATED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LINDEN BOARD OF EDUCATION

QUOTE FORM

MAY 18, 2023

**TO: LINDEN BOARD OF EDUCATION
ADMINISTRATION BUILDING
2 E. GIBBONS STREET
LINDEN, NJ 07036-2951**

I/We submit the following quote on:

MAINTENANCE & REPAIR OF MASTER AND SECONDARY CLOCKS – 2023-2024

in the amount of: _____

*Annual Charge for
Maintenance Contract \$ _____

*Please describe (in detail) below what services are included in the annual charge:

Rates for work not included in contract to be billed in excess of contract prices above:

Price per hour \$ _____

Premium time per hour \$ _____

Material, Parts, Mark-Up % _____

LINDEN BOARD OF EDUCATION

We are enclosing herewith the following:

- Affirmative Action Documentation
- Contract Data Sheets – Maintenance of Clock System
- Disclosure of Investment Activities in Iran
- Certification Of Non-Involvement In Prohibited Activities In Russia Or Belarus
- Mandatory Equal Employment Opportunity Language – Exhibit A
- Political Contribution Disclosure Form
- Public Works Registration Act Form
- Quote Form

Signed by _____

Title _____

Name of Company _____

(if other than individual)

Address _____

Telephone Number _____

Facsimile Number _____

Email _____

Date _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY
OF _____, 20____
MY COMMISSION EXPIRES _____, 20_____.