

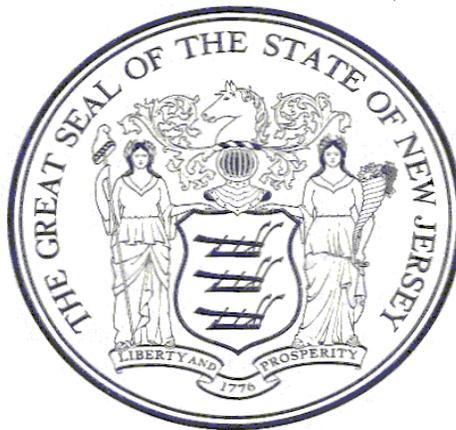
**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**STATE-WIDE PROPERTY MANAGEMENT AND MAINTENANCE SERVICES**  
**FOR**  
**SCHOOL FACILITIES PROJECTS**

**CONTRACT NO.: GP-0218-R01**

**ISSUE DATE: February 26, 2015**

**MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE DUE DATE:**  
**March 9, 2015 by 5:00 PM Eastern Time**  
*{See Section 2.0, within, for details}*

**PROPOSAL DUE DATE: March 25, 2015 by 4:30 PM Eastern Time**



STATE OF NEW JERSEY

**SCHOOLS DEVELOPMENT AUTHORITY**

32 East Front Street, PO Box 991, Trenton, NJ 08625

# REQUEST FOR PROPOSALS

## **1.0 INTRODUCTION**

Through this Request for Proposals (“RFP”), the New Jersey Schools Development Authority (the “NJSDA” or the “Authority”) seeks to engage a consultant (“Consultant” or “Firm”) to perform State-Wide Property Management Services and Property Maintenance Services for designated real properties owned and controlled by the Authority. The Consultant will be selected through the process described in this RFP.

The Consultant selected will enter into a State-Wide Property Management & Maintenance Services Agreement (the “Agreement”) to provide such services for a period of three (3) years. The Term of the Agreement may be extended by way of Amendment for an additional year on such terms as the Authority and the Consultant may then agree. The Agreement shall require the Consultant to provide “Property Management Services” and “Property Maintenance Services” (as such terms are defined in the Scope of Services annexed to the Agreement as Appendix B and which such terms are herein sometimes collectively referred to herein and in the Agreement as “Services”) relative to Authority owned and controlled real property sites located throughout the State of New Jersey (“Authority Properties”). The Authority Properties will include those real properties identified in Appendix B-1 to the Agreement and such additional real property sites as may be added during the Term of the Agreement by Amendment. The Consultant shall be responsible for providing Services as specified in the Agreement until they are completed, even if completion will occur more than three (3) years from the Effective Date of the Agreement.

There is no standard Authority pre-qualification requirement applicable to this procurement. To be successful, a party responding to this RFP (“Applicant”) must demonstrate the experience and qualifications discussed below.

This RFP consists of the following:

1. Request for Proposals
2. Attachment A: State-Wide Property Management & Maintenance Services Agreement
3. Attachment B: Routine Property Maintenance Subcontractors Form
4. Attachment C: Key Team Member List (NJSDA Form 201)
5. Attachment D: Key Team Member Resume (NJSDA Form 202)
6. Attachment E: SBE Targets (SBE Form B and SBE Form C)
7. Attachment F: Disclosure of Investment Activities in Iran Form
8. Attachment G: Fee Proposal Form
9. Attachment H: Moral Integrity Questionnaire

These documents (the “RFP Package”) must be read in their entirety since they define the scope of services and responsibilities of the Consultant and the Authority. An Applicant wishing to submit a proposal for State-Wide Property Management Services and Property Maintenance Services must review and be thoroughly familiar with all terms and conditions of the RFP Package. General information about the School Construction Program can be found at NJSDA’s website:

## **2.0 MANDATORY ELECTRONIC NOTICE OF INTENTION TO PARTICIPATE // WRITTEN REQUESTS FOR INFORMATION**

The Authority shall not hold a traditional pre-proposal conference for this procurement. All Applicants wishing to submit a proposal must sign-in electronically by sending a mandatory e-mail Notice of Intent to Participate to David Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 5:00 PM Eastern Time on March 9, 2015.

Applicants may submit written questions regarding this procurement to the Authority by sending them by e-mail to David Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 5:00 PM Eastern Time on March 9, 2015. The questions and Authority answers shall be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

## **3.0 SUBMISSION OF PROPOSALS**

Proposals must be submitted to and received by the Authority by no later than 4:30 PM Eastern Time on March 25, 2015. The submitted proposal documentation detailed below (the “Proposal Package”) shall be placed in a sealed envelope and shall consist of the following:

- 3.1 Technical Proposal. One (1) unbound original, four (4) bound copies and two (2) full cover-to-cover copies in PDF format on electronic media (CD or comparable) of its Technical Proposal.
- 3.2 Fee Proposal. One (1) original placed in a separate sealed envelope labeled “FEE PROPOSAL.”
- 3.3 Moral Integrity Questionnaire. One (1) completed original placed in a separate sealed envelope labeled “MORAL INTEGRITY QUESTIONNAIRE.”

Proposal Packages are to be submitted and delivered as follows:

**If submitting by hand or overnight delivery, at the:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: David Kutch, Senior Procurement Analyst  
Subject: Property Management & Maintenance Services Proposal - GP-0218-R01**

**If submitting by U.S. Mail, address packages to:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
P.O. Box 991**

**Trenton, New Jersey 08625-0991**  
**Attention: David Kutch, Senior Procurement Analyst**  
**Subject: Property Management & Maintenance Services Proposal - GP-0218-R01**

**Submissions received after the above date and time will not be considered. Faxed or e-mailed Proposal Packages shall not be accepted.**

**Any Applicant wishing to submit a Proposal Package must submit a timely electronic Notice of Intent to Participate, as provided in the Section 2.0, above.**

#### **4.0 INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL**

An Applicant must become thoroughly familiar with this RFP to ensure responsiveness in its Technical Proposal. In order to be considered, an Applicant's Technical Proposal must consist of the following:

- 4.1 Cover Letter
- 4.2 Roles of Firm and Subcontractor Firms
- 4.3 Firm Experience – Case Studies
- 4.4 Key Team Member List (NJSDA Form 201)
- 4.5 Key Team Member Resume (NJSDA Form 202)
- 4.6 Approach to Providing the Required Scope of Services
- 4.7 Control of Budget
- 4.8 Control of Schedule
- 4.9 SBE Targets (SBE Form B and SBE Form C)
- 4.10 Business Registration
- 4.11 Disclosure of Investment Activities in Iran Form

All of the above items must be addressed, in the foregoing order, in a Technical Proposal of no more than forty (40) one-sided 8.5" X 11" pages. Organizational charts, staffing structure, and schedules may be on larger paper. Resumes, required forms, and section dividers will not count toward the page limit. A more detailed description of the items required in the Technical Proposal follows.

#### **4.1 Cover Letter**

Present a brief understanding of the Authority's needs based upon the information provided in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to the RFP Package). Include the name, address and phone number of the Applicant, the name and phone number of the Applicant's contact person and the name of the person who prepared the Technical Proposal. Include in the cover letter any other information relevant to the Applicant's qualifications not addressed elsewhere in its Technical Proposal. Confirm in the cover letter the Applicant's receipt of any Addenda to this RFP that may be issued by the Authority. **Applicants must not include any fee information in the cover letter or elsewhere in the Technical Proposal.**

#### 4.2 Roles of the Firm and Subcontractor Firms

This section shall describe the role of the Applicant and the identities and roles of any proposed Routine Property Maintenance Subcontractors (as defined in the Agreement) that Applicant intends to retain in connection with providing the required Services. The roles of any proposed Routine Property Maintenance Subcontractors must be described in detail utilizing the Routine Property Maintenance Subcontractor Form set forth in Attachment B to the RFP Package.

#### 4.3 Firm Experience - Case Studies

This section shall describe the experience of the Applicant, inclusive of the experience of any proposed Routine Property Maintenance Subcontractors, by providing up to five (5) case studies that must address examples of the Applicants past provision of Services of the type and scale outlined in the Scope of Services within the past three (3) years. The case studies must identify the name, location and scale and scope of each project; the recruitment plan of the Applicant; services rendered by the Applicant; and whether the Applicant was engaged as a prime or was a subconsultant (if the latter, identify the percentage of the project for which it was responsible). Projects with State or municipal clients should be emphasized. The Applicant must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity who is familiar with and able to comment on Applicant's performance on each project. The summary of general experience must be approximately 500 words or less; the narrative for each case study approximately 1,000 words or less.

The description of experience shall also include the following information as to the Applicant:

- 4.3.1 Number of years providing Property Management Services and Property Maintenance Services;
- 4.3.2 The locations of headquarters and any existing field offices; and
- 4.3.3 The current number of full-time employees dedicated to Property Management Services and Property Maintenance Services and their base cities.

#### 4.4 Key Team Member List (NJSDA Form 201)

In this section of its Technical Proposal, an Applicant must set forth a list of proposed Key Team Members, using NJSDA Form 201 (set forth in Attachment C to the RFP Package). For the purposes of this procurement, a "Key Team Member" is a principal, partner or officer of the Applicant, project executive, project manager, or the like who shall be responsible for all or some portion of the services to be rendered. The Applicant must indicate on NJSDA Form 201 one Key Team Member to be identified as the "Project Manager," who shall have overall responsibility for the Property Management Services and Property Maintenance Services to be performed.

#### 4.5 Key Team Member Resume (NJSDA Form 202)

In this section of its Technical Proposal, an Applicant must include a fully completed resume form for each proposed Key Team Member, using NJSDA Form 202 (set forth in Attachment D to the RFP Package). The selected Applicant shall be required to use only Key Team Members as identified in its Technical Proposal. Failure to do so without the prior written approval of the Authority may result in termination. For each Key Team Member, the resumes should include, but not be limited to, relevant experience, language fluency, and any applicable certifications and/or affiliations.

#### 4.6 Approach to Providing the Required Scope of Services

This Section shall describe the Applicant's approach to providing the required Scope of Services, including addressing the staffing needs involved, identifying and discussing its approach to managing work performed by the Applicant and any Subcontractors or Vendors (as those terms are defined in the Agreement).

**THE APPLICANT MUST:** (1) identify all Routine Property Maintenance Subcontractors who will be providing Routine Property Maintenance Services; (2) describe the role of and services to be provided by each Routine Property Maintenance Subcontractor; (3) describe the resources and equipment each Routine Property Maintenance Services Subcontractor plans devote to the performance of Routine Property Maintenance Services; and (4) describe the previous and current experience of each Routine Property Maintenance Subcontractor in providing the maintenance services of the type proposed to be performed under the Agreement.

The Applicant must also describe its proposed approach to data management and the Applicant's proposed quality control approach and procedures. The Applicant shall identify the location of any satellite offices and the capabilities and staff resources of those offices.

#### 4.7 Control of Budget

Without providing any specific information regarding its proposed fees in the Technical Proposal, Applicant must describe its approach to managing and minimizing the costs of delivery of the Services. The Applicant should also describe any cost-tracking tools it proposes to use.

#### 4.8 Control of Schedule

The turnaround time required for the Applicant's services may in certain cases be extremely short, so Applicant should indicate its ability to meet tight deadlines here. Application should also describe any scheduling tools that will be used in the performance of the Services and explain any the processes and procedures that Applicant plans to use to meet schedule requirements such as boarding, fencing, preventive maintenance, etc.

#### 4.9 SBE Targets (SBE Form B and SBE Form C)

The selected Consultant shall be required to make good faith efforts to ensure that small business enterprises (SBEs) have the maximum practicable opportunity to participate in the performance of this procurement. A 25% target has been established pursuant to N.J.A.C.12A:10-1.1 et seq. and Executive Order 71 (2003).

The Authority may only recognize SBEs that are duly registered with the Department of Treasury, Division of Revenue as SBEs. There are three categories of SBE comparative sizes based upon average annual revenue for purposes of professional service contracts:

Category 1: firms with gross revenue not exceeding \$500,000

Category 2: firms with gross revenue not exceeding \$5,000,000

Category 3: firms with gross revenue not exceeding \$12,000,000

Please note that Applicants shall be required to meet set-aside targets of 5% for Category 1, 5% for Category 2, 5% for Category 3 and the remaining 10% to be allocated among Categories 1, 2 and 3.

Applicant must submit a completed Authority SBE Form B (set forth in Attachment E to the RFP Package), identifying all SBEs proposed for use on the procurement to meet (or exceed) the set-aside targets. Please note that any identified SBE must be registered as such with Department of Treasury, Division of Revenue at the time it submits its proposal, in the revenue category specified. All SBE subconsultants must submit a completed Authority SBE Form C (set forth in Attachment E to the RFP Package) and a confirmation statement of SBE status, which shall be submitted by Applicant together with the Technical Proposal. **Applicant must not include any fee information on Authority SBE Forms B and C submitted with its Technical Proposal.**

In the event that Applicant names a Subcontractor for SBE purposes, and the Subcontractor is not registered as an SBE with the Department of Treasury, Division of Revenue at the time of proposal, Applicant must disclose that fact and explain how and when the lack of registration shall be cured.

**If Applicant fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 17:13-1.1 et seq.**

Applicant shall not be permitted to remove or substitute any firms listed on the SBE Form B submitted to the Authority with the Technical Proposal without prior written approval from the Authority.

For more information on statewide listing of firms certified as small, woman and minority owned business enterprises and to learn more about the Standards of Eligibility to become registered as a "Small Business" contact the Business Services Call Center at 1-866-534-7789, or visit New Jersey's business web portal: <http://www.nj.gov/njbusiness/contracting>.

#### 4.10 Business Registration

Pursuant to N.J.S.A. 52:32-44(b), as amended by P.L. 2004, c. 57, each Applicant must provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the “Division of Revenue”), in its Proposal.

The selected Consultant must provide the Authority with a copy of the business registration of any Subcontractor to be used in connection with providing Services under the Agreement as identified in the Technical Proposal. In no event may the selected Consultant enter into any subcontract with a firm without first having forwarded a copy of such firm’s valid business registration to the Authority. The Authority shall duly file all business registrations with the other procurement documents relating to the contract. Business registrations of proposed Subcontractors are NOT required to be included in a firm’s Proposal. This is a pre-Notice to Proceed requirement and will be requested of the selected Firm in the Notice of Award

Firms may obtain New Jersey Business Registration assistance by going on-line to [www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml) or by calling the New Jersey Department of Treasury at (609) 292-9292. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

#### 4.11 Disclosure of Investment Activities in Iran Form

Using the form provided by the NJSDA, the responding firm must submit a Disclosure of Investment Activities in Iran Form, pursuant to Public Law 2012. C. 23 (codified at N.J.S.A. 52:32-55 et. seq.) (the “Act”). Pursuant to the Act, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the New Jersey Schools Development Authority (“NJSDA”) must complete a Certification which states that the person or entity, or one of the persons or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury (“Treasury”) as a person or entity engaging in investment activities in Iran. Such a Certification must be in the form attached hereto in Attachment F, and included with the firm’s Technical Proposal. **Failure to submit such Certification will result in the disqualification of the bid and rejection of the Technical and Fee Proposals.**

## 5.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL

### 5.1 Compensation for Property Management Services

An Applicant must submit its Fee Proposal for Property Management Services on the NJSDA’s Fee Proposal Form (set forth in Attachment G to the RFP). Property Management Services are to be provided exclusively by the Consultant and its own forces and not through a Subcontractor. The Applicant’s Fee Proposal Form shall set forth its total lump sum fee to provide Property Management Services for the Term of the Agreement. The Fee Proposal shall include lump sum fee amounts for the Term of the Agreement for each of the Authority Properties listed in Appendix B-1 to the Agreement. The total lump sum fee for Property Management Services reflected on the Fee Proposal Form must be fully-loaded and all-inclusive and must reflect direct labor costs, including fringe benefits, materials, equipment, overhead and profit, and all other costs incurred in the course of performing the Property Management Services.

As noted in the mailing instructions set forth in Section 3.0 of this RFP, one (1) original of the Fee Proposal must be submitted as part of the Proposal Package, **but the Fee Proposal must be enclosed in a sealed envelope separate from the Technical Proposal and the Moral Integrity Questionnaire.**

The Consultant will be paid for Property Management Services based upon invoices submitted on a monthly basis. Each monthly payment shall be calculated by dividing the lump sum amount into 36 equal installments.

The Consultant will be required to submit each Monday a detailed weekly project log for the previous week, outlining each site, the dates said sites were visited, the work performed at each site, etc. All weekly project logs must be included with each monthly invoice for each week included in said invoice.

#### 5.2 Compensation for Routine Property Maintenance Services

Routine Property Maintenance Services (as defined in the Agreement and as more fully described in the Scope of Services, Appendix B to the Agreement), are to be performed by the Consultant or Routine Property Maintenance Subcontractors whose identities, roles and qualifications have been disclosed in the Applicant's Technical Proposal. The Applicant's Fee Proposal Form must set forth its total lump sum fee to provide Routine Property Maintenance Services for the Term of the Agreement. The Fee Proposal shall include lump sum fee amounts for the Term of the Agreement for each of the Authority Properties listed in Appendix B-1 to the Agreement. The total lump sum fee for Routine Property Maintenance Services reflected on the Fee Proposal Form must be fully-loaded and all-inclusive and must reflect direct labor costs, including fringe benefits, materials, equipment, overhead and profit, and all other costs incurred in the course of performing the Routine Property Maintenance Services.

#### 5.3 Compensation for Occasional Property Maintenance Services

Occasional Property Maintenance Services (as defined in the Agreement and as more fully described in the Scope of Services, Appendix B to the Agreement), are to be performed by the Consultant or a Subcontractor. An Allowance of \$150,000 has been established for Occasional Property Maintenance Services and is included in the Applicant's Fee Proposal. Compensation for Occasional Property Maintenance Services tasks approved by Task Order issued by the Authority shall be made by way of an invoice for actual labor, equipment and materials costs, without Consultant mark-up for profit, overhead or other expenses.

#### 5.4 Compensation for Other Property Maintenance Services

Other Property Maintenance Services (as defined in the Agreement and as more fully described in the Scope of Services, Appendix B to the Agreement), are to be performed by Vendors to the Consultant selected pursuant to the competitive Vendor Selection Process described in the Scope of Services, Appendix B to the Agreement). An Allowance of \$800,000 has been established for Other Property Maintenance Services and is included in the Applicant's Fee Proposal. Compensation for

Other Property Maintenance Services tasks approved by Task Order issued by the Authority shall be made by way of an invoice for actual Vendor labor, equipment and materials costs, without Consultant mark-up for profit, overhead or other expenses.

## **6.0 INSTRUCTIONS FOR SUBMITTAL OF MORAL INTEGRITY QUESTIONNAIRE**

Firms must also submit to the Authority one (1) completed original Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form set forth as Attachment H to this RFP. The Authority shall hold all Questionnaires submitted, unopened, until the evaluation of Technical Proposals is completed, unless special circumstances warrant otherwise. At such time, Authority staff will forward the Questionnaire of the selected firm to the New Jersey State Police for review. **Moral Integrity approval is a prerequisite for contract award.**

## **7.0 EVALUATION OF TECHNICAL PROPOSALS**

Each Proposal Package will be reviewed to determine responsiveness. Non-responsive Proposal Packages will be rejected without evaluation. Responsive Technical Proposals will be evaluated by a Selection Committee (“Committee”) established for the purpose of evaluating such responses. The Selection Committee will consist of no fewer than three (3) NJSDA staff members. The evaluation will be based upon the information provided by the firm in response to this RFP, and any necessary verification thereof.

The members of the Selection Committee will evaluate each firm’s Technical Proposal, and may confer with each other regarding the content of the submissions before scoring, but each Selection Committee member will independently score each Technical Proposal in all of the evaluation categories described in this RFP, in accordance with the evaluation criteria described herein. Technical Proposals shall be evaluated in the following categories:

- Firm Relevant Experience Providing Property Management & Maintenance Services (Case Studies)
- Qualifications & Relevant Experience of Key Team Members
- Approach to Providing the Scope of Services
- Approach to Budget and Scheduling

Each Selection Committee member will evaluate each Technical Proposal, assigning a raw score for each category on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Selection Committee member’s raw scores for each category to arrive at a total weighted score as follows:

<b>Technical Proposal Evaluation Category</b>	<b>Weighting Factor (Applied to Raw Score)</b>	<b>Maximum Weighted Points</b>
Firm Relevant Experience Providing Property Management & Maintenance Services (Case Studies)	4.0	40
Qualifications & Relevant Experience of Key Team Members	2.0	20
Approach to Providing the Scope of Services	2.0	20
Approach to Budget and Scheduling	2.0	20
<b>Total Points Available:</b>		<b>100</b>

All of the scores awarded by the Selection Committee members to a particular firm’s Technical Proposal will be added together and averaged to arrive at a Technical Proposal Score for each Firm. The maximum Technical Proposal Score is 100.

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Committee may conduct interviews with a shortlist of the three (3) firms receiving the highest Technical Proposal Scores. In the event of a tie in Technical Proposal Scores for the third firm to be short-listed, all firms with the tie Technical Proposal Scores will be short-listed. Following the interviews, if any, firms will again be evaluated by Selection Committee members based on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals. Interview Scores will then be added to the Technical Proposal Scores and averaged to arrive at a Final Technical Score for each firm. The maximum Final Technical Score is 100. Firms will be ranked in accordance with their Final Technical Score.

## **8.0 EVALUATION OF FEE PROPOSALS**

After all Final Technical Scores have been tabulated, the Authority shall open all Fee Proposals. Using the Fee Proposals as a guide, Authority staff shall negotiate a fair and reasonable fee with the Applicant receiving the highest Final Technical Score. Should the Authority be unable to negotiate a satisfactory contract with the Applicant receiving the highest Final Technical Score, the Authority shall terminate negotiations with that Applicant and shall then undertake negotiations with the Applicant receiving the second highest Final Technical Score. Failing accord, the Authority shall terminate negotiations with that Applicant and shall then negotiate with the Applicant receiving the third highest Final Technical Score. In the event that the Authority is unable to reach a satisfactory contract with any of the three highest-ranked firms, the Authority may reject all Proposal Packages.

Authority staff shall then make a recommendation of award to the selected Applicant at compensation determined to be fair and reasonable. If the recommendation of award is approved, a

notice of award shall be transmitted to that Applicant and other proposing Applicants shall thereupon receive written notice of the award.

**Notwithstanding anything to the contrary, the Authority has no obligation to make an award and reserves the right to waive any non-material defects, reject any or all Proposal Packages for any reason in accordance with law, and/or terminate the selection process at any time.**

**Upon award, the selected firm shall execute the Agreement without modification.**

**Any bidder attempting to contact government officials (elected or appointed), including Authority Board members, Authority Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.**

## **9.0 PRE-AWARD REQUIREMENTS**

After determination of the selected Applicant, the Authority shall request the following information prior to the award of the contract:

9.1 Political Contributions. P.L. 2005, c. 51 amended and supplemented N.J.S.A. 19:44A-20.1 *et seq.*, and superseded Executive Order 134 (2004), addresses the effect of political contributions on State contracting. Accordingly, a selected Applicant will be required to respond in a timely fashion to certification and disclosure requirements that will be stated in the Notice of Award issued by the Authority. Additionally, Executive Order No. 117, which is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Requirements for Selected Applicant. The selected Applicant shall receive a Notice of Award that will, among other things, notify the Applicant that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided by the Authority. Failure to submit these forms in a timely fashion shall be cause for rejection of the Applicant.

Applicant's Continuing Obligation to Comply with P.L. 2005, c. 51. Any Selected Applicant is required, on a continuing basis, to disclose and report to the Authority any political contributions made during the Contract term by the Applicant on forms provided by the Authority, at the time it makes the contribution.

9.2 Political Contributions Disclosure. Applicants are advised of their responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.18 and 19:44A-20.19 (P.L. 2005, c. 271, section 3), in the event they receive contracts in excess of \$50,000 from a public entity in a calendar year. It is an Applicant's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

9.3 Outsourced Services Special Provisions. Under P.L. 2005, c. 92 (formerly Executive Order No. 129 (2004)), the Authority shall not award a contract to an Applicant that submits a bid proposal to perform services, or to subcontract with a firm to perform services, outside the United States, unless certain conditions is met. If, during the term of the contract, the Applicant or subcontracted firm, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside of the United States, the Applicant shall be deemed in breach of the Agreement, unless the Director of the NJSDA Division of Procurement shall have first determined in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the NJSDA or the State.

9.4 Anti-Discrimination Requirements. In addition, the Applicant shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 et seq. and all rules and regulations issued there under, including N.J.A.C. 17:27-1.1 et seq. Accordingly, in a Notice of Award, an Applicant shall be required to submit to the Authority, with its executed Agreement, a copy of one of the following three documents:

- (1) Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;
- (2) A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.2; or
- (3) An initial employee information report (Form AA302\*) provided by the Affirmative Action Office and completed by the Firm in accordance with N.J.A.C. 17:27-4.2.

**\*The original of this document shall be provided to the New Jersey Department of Treasury. Please see following link for details:**  
[http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa302ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf)

9.5 SBE Targets (SBE Form B and SBE Form C). Section 4.9, above, describes the requirement for submission of Authority SBE Forms B and C (without fee information) with the Applicant's Technical Proposal. The selected Applicant shall be required to resubmit Authority SBE Forms B and C which include actual awarded dollar values.

9.6 Subconsultant Business Registration Certification. Proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue") for all subconsultants must be provided to the Authority.

9.7 Insurance and Indemnification. A successful Applicant shall be required to provide evidence of the insurance coverages required in Section 5.1 of the Agreement, Attachment A to this RFP Package, at the time of execution of the Agreement.

9.8 Additional Information. The Authority may request additional information as required under the Agreement, or pursuant to applicable policies, procedures or law.

**ATTACHMENT A**

**STATE-WIDE PROPERTY MANAGEMENT AND MAINTENANCE SERVICES  
AGREEMENT**

*{Please see attached file}*

**ATTACHMENT B**

**ROUTINE PROPERTY MAINTENANCE SUBCONTRACTORS FORM**

{Please see attached file}

**ATTACHMENT C**

**KEY TEAM MEMBER LIST (NJSDA FORM 201)**

*{Please see attached file}*

**ATTACHMENT D**

**KEY TEAM MEMBER RESUME (NJSDA FORM 202)**

*{Please see attached file}*

**ATTACHMENT E**

**SBE TARGETS (SBE FORM B and SBE FORM C)**

*(Please see attached files)*

**ATTACHMENT F**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

*{Please see attached file}*

**ATTACHMENT G**

**FEE PROPOSAL FORM**

*{Please see attached file}*

**ATTACHMENT H**

**MORAL INTEGRITY QUESTIONNAIRE**

*(Please see attached file)*