



Rowan College at BURLINGTON COUNTY

Number: RFP-Q 24-04
Date Issued: Friday, September 1, 2023
Purchasing: Randy Normand
Requesting Department: Human Resource
Fiscal Year(s): 2024
Proposals will be due: Tuesday, September 26, 2023 at 2:00 PM
Important: This proposal should be returned in a self-addressed envelope and must be received at or before the opening time and date stated above. Late proposals will not be accepted. Return proposal to:

**Rowan College at Burlington County
Purchasing Department
900 College Circle, Evans Hall, Rm 180
Attn: Randy Normand
RFP-Q 24-04**

PURPOSE AND INTENT OF PROPOSAL:

Solicit proposals/quotations for a vendor to provide TEMPORARY STAFFING SERVICES

INSTRUCTIONS TO BIDDERS FOR COMPLETING THIS PROPOSAL

1. Read the entire proposal, including all terms and conditions and specifications.
2. All prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit and/or total prices must be initialed by the bidder.
3. **THIS PROPOSAL IS TO BE SIGNED BELOW (BLOCK 18).**
4. Proposal prices shall include delivery of all items F.O.B. destination or as otherwise provided.
5. Address all inquiries and correspondence to the buyer at the phone or address shown above.
6. Telephone/facsimile, email and/or telegraph proposals are not acceptable.
7. All instructions must be followed and signatures must be provided for proposal to be accepted.

MANDATORY TO BE COMPLETED BY VENDOR

8. Payment discount terms: _____
9. Prices quoted are firm through issuance of contract until the following date _____
10. Your Federal I.D. Number (FEIN): _____
11. Firm Name: _____
12. Firm Address: _____
13. Print Name (Authorized Representative): _____
14. Title: _____
15. Contact Number: _____
16. E-Mail : _____
17. Vendor fax number: _____
18. Date: _____

19. ORIGINAL SIGNATURE OF BIDDER (MUST BE SIGNED)

Signature of the bidder attests that the bidder has read, understands, and agrees to all terms, conditions, and specifications set forth in the request for proposal unless otherwise stated in writing and submitted with the proposal.

NOTICE
ROWAN COLLEGE at BURLINGTON COUNTY
ADVERTISEMENT FOR REQUEST OF PROPOSAL/QUOTATIONS

TEMPORARY STAFFING SERVICES
RFP-Q 24-04

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Rowan College at Burlington County, 900 College Circle, Evans Hall Rm. 180, Mt. Laurel, NJ 08054, for the request of proposal titled TEMPORARY STAFFING SERVICES, RFP-Q 24-04, and in accordance with the requirements of the specifications included in the package.

Copies of the proposal document may be requested, in person, by mail, by emailing purchasing@rcbc.edu or calling (856-291-4221). Our address is Rowan College at Burlington County, Purchasing Department, 900 College Circle, Evans Hall Rm. 180, Mt. Laurel, NJ 08054, and our hours of operation are between 9:00 a.m. and 4:45 p.m. Monday through Friday.

Proposals must be in duplicate (**one (1) original and one (1) copy**) and a **digital copy** provided in the manner designated, enclosed in a sealed **envelope bearing on the outside of the envelope the name and number of the proposal**, as well as the name and address of the Bidder.

Deadline for questions is Monday, September 11, 2023 by 2:00 p.m.

Proposals for the above will be received by Rowan College at Burlington County, Purchasing Department, located at 900 College Circle, Evans Hall Rm. 180, Mt. Laurel, NJ 08054, **until 2:00 P.M. (Prevailing Time) on Tuesday, September 26, 2023**, and will be publicly opened and read immediately thereafter.

Bidding shall be in conformance with the applicable requirements of N.J.S.A. 18A:64A-25.1 et seq., pertaining to the "County College Contracts Law".

"The College reserves the right to conduct interviews and other activities related to the qualifications of the vendors"

All Bidders shall comply with (P.L. 2004, c57) Business Registration Act and proof of their Registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted with Proposal.

Respondents are advised of their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.13 (P.L.2005, c.271, s.3). It is the respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

All bidders are placed on notice that they are required to comply with all requirements of P.L. 1975, C. 127 (N.J.S.A. 10:5-31 through 10:5-38) as implemented by NJAC 17:27.

By Order of Rowan College at Burlington County
Mt. Laurel, New Jersey
Randy Normand, Purchasing Manager

Released: Friday, September 1, 2023

NOTICE TO BIDDERS

Rowan College at Burlington County is soliciting proposals and qualification statements for **Temporary Staffing Services, RFP-Q 24-04.**

THE FOLLOWING ENCLOSURES MUST BE SUBMITTED WITH PROPOSAL SUBMISSION IN ORDER TO BE COMPLIANT:

- 1. Proposal Summary Cost Sheet.**
- 2. Non-collusion Statement.**
- 3. Disclosure of Investment Activities in Iran.**
- 4. Conflict of Interest/Disclosure Statement.**
- 5. Form related to the Certificate of Compliance with Affirmative Action.**
- 6. Mandatory Affirmative Action Language for Procurement, Professional, and Service Contracts.**
- 7. Compliance with New Jersey Business Entity Regulations.**
 - Contractor is advised of its 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-20.13 (P.L. 2005, c. 271, section 3) if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor'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.

FAILURE TO INCLUDE ALL DOCUMENTS/INFORMATION AS REQUESTED WITHIN THESE PROPOSAL SPECIFICATIONS WILL BE CAUSE FOR REJECTION OF PROPOSAL.
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THE FOLLOWING ITEMS SHOULD BE INCLUDED WITH YOUR BID SUBMISSION; HOWEVER, FAILURES TO INCLUDE THESE FORMS WILL NOT BE GROUNDS FOR DISQUALIFICATION.

- 8. Certificate of Insurance.**
- 9. Copy of Business Registration Certificate.**
 - Vendors conducting business with any State agency including Rowan College at Burlington County will be required to be registered with the New Jersey Division of Revenue. The vendor will be required to submit, as part of a public bid or prior to issuing a purchase order, a Business Registration Certificate issued by the Department of Treasury, Division of Revenue, with the State of New Jersey.
- 10. W-9 Request for Taxpayer Identification Number and Certification (vendor to attach)**
- 11. RCBC General Terms & Conditions (if any exceptions are noted)**
- 12. Addendums/Clarifications (if any are issued)**
- 13. Two copies of your proposal (one-original and one-duplicate) (one digital copy) and product samples (if necessary)**
- 14. Proposer(s) certification that they are compliant with every aspect of the Temporary Workers Bill of Rights law, including a certification requirement (N.J.S.A. 34:8D-8), with the State of New Jersey.**

PROPOSAL INFORMATION DATES AND DEADLINES
SCHEDULE OF EVENTS

a) Questions:

All questions must be submitted in writing via email to purchasing@rcbc.edu or fax (609-894-0058) to the Department of Purchasing, Rowan College at Burlington County, no later than **Monday, September 11, 2023 by 2 p.m.**

Should any questions be received, an addendum/clarification statement will be issued and faxed out no later than Friday, September 15, 2023. If an addendum/clarification statement is issued, **it SHOULD be acknowledged** on the vendor's proposal sheet with submission.

b) Submission:

Each bidder submitting a bid will deliver or cause to be delivered the required elements of the bid package, sealed in the envelope and clearly marked as a **proposal response with its proposal number affixed thereto**, to:

ROWAN COLLEGE at BURLINGTON COUNTY
Attn: Purchasing Department
900 College Circle, Evans Hall Room 180
Mount Laurel, NJ 08054

Proposal # RFP-Q 24-04

BID REQUIREMENTS

1. PREPARATION OF BID:

- a. The bidder shall submit bids in single copy on the Bid Summary, which is bound in the specifications' documents. State all amounts both in writing and figures, where so indicated. Write all signatures in longhand; print or type all pertinent information, exclusive of signatures. The bidder must initial any alterations or erasures. Bids shall not be detached from the specifications. Unit prices shall prevail. Bidders shall make copies for their use.
- b. Bidders shall include in the proposal a sufficient amount to cover the cost of any and all work called for in an Addendum or other instructions issued during the bidding period. Such work shall automatically become a part of the Contract.
- c. Bids may be rejected if they contain uncalled for items, additions, omissions, erasures, alterations, irregularities of any kind (except arithmetical errors).
- d. A bidder may withdraw his bid unopened after it has been deposited, if such a request is made prior to the time set for opening of the bid. Any bidder exercising the privilege of so withdrawing his bid or bids waives all claims that may arise.

2. DELIVERY OF BIDS:

- a. Bids shall be placed in envelopes, sealed, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. If forwarded by mail, the proposal shall be placed in the standard envelope, sealed, and placed in a second envelope addressed:

ROWAN COLLEGE at BURLINGTON COUNTY
Attention: Purchasing Department
900 College Circle, Evans Hall Room 180
Mount Laurel, NJ 08054

Mailed bids will be received at its offices until the time set in the advertisement.

- b. In the event that the College is closed due to inclement weather on the date and time set for bid opening in the advertisement, all vendors will be notified by certified mail of the rescheduled bid opening date and time, as set forth in another legal advertisement. Notice will be sent to all previously notified vendors and those who submit timely bids by virtue of the original advertisement. No bids will be opened prior to the rescheduled bid opening date and time.
- c. No responsibility shall be attached to any person or persons for the premature opening of any bids not properly identified.
- d. Only bids, which are signed, by the company, corporation or individual that procured specifications and plans in said company, corporation or individual name will be accepted.
- e. All bids will be accepted at the office of Business Operations, Rowan College at Burlington County until the time/date set in the advertisement.
- f. Bids received after the time/date set for the public opening will be returned unopened.
- g. The Contractors are responsible to assure the Bid Proposals are received at Rowan College at Burlington County at the advertised time and place.

3. NON-COLLUSION STATEMENT:

- a. Rowan College at Burlington County requires as a condition precedent of acceptance of bids 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 bid and must properly be executed in order to have the bid considered. Failure to execute the Non-collusion Statement will automatically disqualify the bid.

4. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN:

- a. Rowan College at Burlington County requires 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 a certification 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.

5. CONFLICT OF INTEREST STATEMENT:

- a. Corporations and partnerships bidding on public contracts are required to submit a list containing the names and addresses of all stockholders in the corporation or partnership who own 10% or more of a corporation's stock. (See CONFLICT OF INTEREST STATEMENT.)

6. AFFIRMATIVE ACTION:

- a. Vendor/Contractor is required to comply with Affirmative Action Requirements. See attached Affirmative Action Requirements and Language.

7. INSURANCE REQUIREMENTS:

The successful vendor shall secure and maintain in force, for the term of the contract, liability insurance as provided herein. The successful vendor shall provide Rowan College at Burlington County with current certificates of insurance for all coverage's and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after 30 days written notification to the Purchasing Coordinator for Rowan College at Burlington County.

The insurance to be provided by the successful bidder shall be as follows:

1. Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey, which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and products liability (completed operations). Limits of liability shall not be less than \$1,000,000 per occurrence for bodily injury liability and \$1,000,000 per occurrence for property damage liability.
2. Comprehensive General Automobile Liability policy covering owned, non-owned, and hired vehicles with minimum limits of \$1,000,000 combined single limits.
3. Worker's Compensation Insurance applicable to laws of the State of New Jersey and Employers Liability Insurance with a limit of not less than \$1,000,000.

The successful vendor, upon notice of award of contract, must provide certificate of such insurance as proof of coverage to the Purchasing Department at Rowan College at Burlington County within (7) days after notice of award of contract and periodically during the course of a multi-year contract.

8. NEW JERSEY BUSINESS REGISTRATION

All bidders shall comply with (P.L. 2004, c57) Business Registration Act and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted with bid.

N.J.S.A. 52:32-44, imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: 1)the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3)during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A.54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

9. DISCLOSURE OF CONTRIBUTIONS TO ELEC

Vendor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L.2005, c.271,s.3) if the vendor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Vendors responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

10. ALTERNATE BIDDING:

- a. If bidding on any item which is other than the make and/or model specified, the bidder shall so indicate and must include data to indicate clearly wherein the equipment proposed differs from the specification requirements. Alternate bids must be approved equals. Without supporting data, alternate bids will not be considered.

11. BID SUMMARY:

- a. Answers to all questions, if requested, shall be completed. The Bid Summary must be completed, as indicated.

12. WARRANTY PERIOD

- a. Bidders are required to furnish warranty period if applicable.

GENERAL INFORMATION

1. AUTHORITY OF ROWAN COLLEGE at BURLINGTON COUNTY:

- a. On all questions concerning the interpretation of specifications, acceptability, quality of materials or items furnished and work performed, the classification of material, the execution of the work and the determination of payment due or to become due, the decision of the Rowan College at Burlington County Board of Trustees shall be final and binding.

2. CONTENTS OF BID FORMS:

- a. Prospective bidders are furnished herein with blank bid forms, in which are shown the type of materials or work, estimated quantities, location of deliveries, date of completion, and required forms to be completed.
- b. All papers bound with or attached to the Bid are a necessary part thereof, and shall not be detached or altered.

3. EXAMINATION OF BID SPECIFICATIONS:

- a. The bidder shall carefully examine the bid and the contract forms for the materials/services contemplated. The bidder shall investigate and satisfy himself as to the conditions to be encountered, quality and quantities of the materials/services to be furnished and the requirements of the Bid Requirements and the Award and Execution of Contract. The submission of a bid shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

4. PUBLIC OPENING OF BIDS:

- a. Bids will be opened publicly and read at the place designated by Rowan College at Burlington County on the date and hour set in the advertisement. Bidders or their authorized representatives are invited to be present.

5. CONSIDERATIONS OF BIDS:

- a. After the bids have been opened and read, the bid prices will be compared, and the result of such comparisons will be made available to the public. Comparisons of the bids will be based on the correct summation of items at the prices bid; unit prices shall prevail.
- b. The right is reserved to waive technicalities, to reject any or all bids, to advertise for new bids, to proceed to do the work otherwise, or to abandon the work if in the judgment of Rowan College at Burlington County or its Board, the best interest of the College will be promoted thereby.

6. DISQUALIFICATION OF BIDDERS:

- a. Any one (1) or more of the following causes shall be considered as sufficient for the disqualification of a bidder and the rejection of his bids:
 - 1.) More than one (1) proposal for the same contract from an individual.
 - 2.) Evidence of collusion among bidders.
 - 3.) Unsatisfactory performance record as shown by past experiences with Rowan College at Burlington County.
 - 4.) If the unit prices are obviously unbalanced, either in excess or below reasonable cost analysis values.

- 5.) If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- 6.) Failure to complete and include with the bid response all required documents.

7. LAWS TO BE OBSERVED:

- a. The Contractor is presumed to know and shall strictly comply with all national, state, or county laws, and city or town ordinances and regulations in a manner affecting the conduct of the work. The Contractor shall indemnify and save harmless the State of New Jersey, the County of Burlington, Rowan College at Burlington County, and all Officers, Agents, and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees, or decrees whether by himself or by his employees.

8. PERMITS AND LICENSES:

- a. All necessary permits, licenses, insurance policies, prequalification's, etc., required by local, state or federal laws shall be provided by the Contractor at his own expense.

9. EMERGENCY TERMINATION OF CONTRACT:

- a. Due to restrictions which may be established by the United States Government on material, equipment, or work, a contract may be terminated by the cancellation of portions of the contract.
- b. In the event that the Contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of Rowan College at Burlington County, it is impractical to substitute other materials that are available, or that the work cannot be completed within a reasonable time, the incomplete portions of the work may be canceled, or the contract may be terminated by mutual agreement. Rowan College at Burlington County may require the completion of items of the work not covered by Government Restrictions prior to such termination.

10. TAX EXEMPTION:

- a. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to Rowan College at Burlington County. If the shipping papers show clearly that any such material or equipment is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Contractor. Each bidder shall take this exemption into account in calculating his bid for his work.
- b. Rowan College at Burlington County is exempt from all state or local sales or use tax.

11. PATENTED DEVICES, MATERIALS AND PROCESSES:

- a. The contractor shall provide for the use of any patented design device, material or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner and shall file a copy of this agreement with Rowan College at Burlington County.
- b. The contractor and the surety shall hold and save harmless the State of New Jersey, the County of Burlington, Rowan College at Burlington County, their Officers or Board from any and all claims because of the use of such patented design, device, materials, or process in connection with the work agreed to be performed under this contract.

12. LOCATION:

- a. Rowan College at Burlington County's Main Campus is located on 3331 State Route 38, Mt. Laurel, NJ 08054. With campuses also located at the Mount Holly Center, 1 High Street, Mount Holly, NJ 08060. The successful bidder will be responsible for delivery and complete installation of equipment at the designated Campus.

13. PAYMENTS:

- a. Payment will be made within 30 days upon delivery of materials/services and receipt of a properly certified and tabulated invoice. All invoices shall include Purchase Order Number and Item Number in these specifications or from the purchase order. Invoices shall be submitted to the Attention of **Accounts Payable, Business Operations**.

AWARD AND EXECUTION OF CONTRACT

1. AWARD OF CONTRACT:

- a. Within sixty (60) days from the date of opening bids, the contract will be awarded or the proposals rejected.

2. EXECUTION OF CONTRACT:

- a. The bidder to whom the award is made shall furnish good and sufficient bond within (10) days after date of official notice of the award of the contract, if required.
- b. Upon submission of the required documents to the College, the College will forward a contract to the successful vendor(s) to be executed by an authorized official.

3. BID SPECIFICATIONS TO BE INCLUDED IN CONTRACT:

- a. In all cases the Contract will be awarded on the basis of the bid submission and the bid specifications will be part of the contract and be the overriding document on any conflict.

4. FUND AVAILABILITY:

- a. This contract is subject to the availability and appropriation of sufficient funds as may be required to meet the extended obligations.

5. CONTRACTUAL LIABILITY (Hold Harmless):

- a. The Contractor shall be responsible for any and all injury due to damage to any person and/or property including loss of human life, arising directly or indirectly from or in connection with work performed or to be performed under this contract, including extra work and shall hold Rowan College at Burlington County and its employees harmless of any and all loss or damage from such injury, damage or death and shall defend any such claims asserted or suit brought against Rowan College at Burlington County or its employees thereon, and
- b. shall pay any judgment against Rowan College at Burlington County and its employees resulting in any such suit; provided, however, that Rowan College at Burlington County and its employees shall have the right at its option to participate in any such litigation without, however, relieving the Contractor of its obligations hereunder, and further provided that this indemnity agreement shall not apply to injury, sickness, disease, or destruction, the sole proximate cause of which is an act or omission of Rowan College at Burlington County.

6. TERMINATION ON NOTICE:

- a. In the event of a material breach or failure of performance of any of the terms and conditions of the Contract by either party, the other party may, by giving not less than ninety (90) days written notice to the party in default, cancel and terminate the Contract as of the date specified in the notice, notwithstanding that such date is earlier than the originally intended expiration date. The party to whom notice is given may request a expiration date. The party to whom notice is given may request a pre-termination hearing within fifteen (15) days of such request if such request is communicated to the other party within fifteen (15) days of receipt of notice of termination. At such hearing, the parties may agree that the party in default shall have a reasonable opportunity to cure the defective performance complained of. In the event that the decision is to terminate the Contract pursuant to this paragraph, the parties shall each comply with all requirements and obligations of the Contract pertaining to its expiration.



NON-COLLUSION STATEMENT

Date: _____

**Rowan College at Burlington County
Purchasing Department
900 College Circle, Evans Hall Room 180
Mount Laurel, NJ 08054**

To Whom It May Concern:

This is to certify that the undersigned bidder _____ as 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 the proposal submitted to Rowan College at Burlington County on the _____ day of _____, 20____.

Signature: _____

Corporate Seal:

Attest by: _____

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

My commission Expires: _____

Notary Public

THIS STATEMENT MUST BE COMPLETED AND SIGNED

ROWAN COLLEGE at BURLINGTON COUNTY 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 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 Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, the Department of Treasury 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 below for which I am authorized to bid:

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,

OR

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 below to Rowan College at Burlington County under penalty of perjury.

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 or entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____

Bidder/Vendor Contact Name: _____ Contact Phone Number: _____

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 below-referenced person or entity. I acknowledge that Rowan College at Burlington County 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 contracts with the College to notify the College 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 agreements(s) with Rowan College at Burlington County and that the College at its option may declare contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____
Bidder/Vendor: _____

STATEMENT OF CORPORATE OWNERSHIP
CONFLICT OF INTEREST STATEMENT

N.J.S.A. 52:25:24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, county, municipality or school district, or any subsidiary or agency thereof, unless prior to the receipt of the bid of the corporation or partnership, there is submitted to the public contracting unit a statement setting forth the names and address of all individuals who own 10% or more of the stock or interest in the corporation or partnership.”

1. If the bidder is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the bidder is a corporation, then the statement shall set for the names and addresses of all stockholders in the corporation who own 10% or more of the stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the bidder is other than a corporation or partnership, bidder shall indicate the form of corporate ownership as listed below.

BIDDER MUST COMPLETE ONE OF THE FOLLOWING STATEMENTS:

Stockholders or Partners owning 10% or more of the company-submitting bid:

NAME	ADDRESS

Signature _____ Date _____

No Stockholder or partner owns 10% or more of the company-submitting bid.

Signature _____ Date _____

Bid is being submitted by an individual who operates as a sole proprietorship.

Signature _____ Date _____

Bid is being submitted by a corporation or partnership that operates as a (check one of the following).

<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Subchapter S Corporation

Stockholders or Partners owning 10% or more of the form of corporation or partnership
Check above shall provide the following information:

NAME	ADDRESS

Signature _____ Date _____

THIS FORM MUST BE COMPLETED, SIGNED, DATED AND SUBMITTED WITH YOUR BID DOCUMENTS.



Rowan College
at
BURLINGTON COUNTY

IF AWARDED A CONTRACT YOUR COMPANY/FIRM WILL BE REQUIRED TO COMPLY WITH THE AFFIRMATIVE ACTION REQUIREMENTS OF P.L. 1975, c.127 (NJAC 17:27)

An employee information report must be completed and returned prior to or at the time of an award. An affirmative action plan approved by the Federal Government or the State of New Jersey Affirmative Action Officer is an acceptable alternate.

Your bid will be accepted even if you are not in compliance at this time. If you are the lowest responsive bidder and have not yet complied with the affirmative action regulations, we will send you affirmative action document AA-302 for completion prior to award. You must return the completed document to us within seven (7) days after receiving the same.

PLEASE CHECK IN THE APPLICABLE SPACE:

_____ A Federal Letter of Approval has been received and a photocopy of the letter is herewith submitted.

_____ A Certificate of Employee Information Report has been received and a photocopy of the certificate is herewith submitted.

_____ Form AA-302 Affirmative Action Employee Information Report must be completed prior to award of proposal.

TO BE A RESPONSIVE PROPOSAL, ONE OF THE ABOVE SPACES MUST BE COMPLETED AND APPROPRIATE DOCUMENTATION ATTACHED



IDENTIFICATION OF BID/PROPOSAL/PROJECT: _____

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
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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, 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.
- 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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:
 - 1. Letter of Federal Affirmative Action Plan Approval
 - 2. Certificate of Employee Information Report
 - 3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

IF AWARDED A CONTRACT YOUR COMPANY/FIRM WILL BE REQUIRED TO COMPLY WITH THE AFFIRMATIVE ACTION REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27

Firm Name: _____

Signature: _____

Title: _____

Date: _____

AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42U.S.C.S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the ACT. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTORS of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

INSURANCE REQUIREMENTS

Verification from a Surety Company that a Certificate of Insurance can be provided in the amounts specified below must be included with bid submission to be a compliant bid. A letter from the Insurance Company will be sufficient; the letter should indicate that, upon award of contract, a Certificate of Insurance will be issued in the amounts shown below. Insurance must be maintained during the term of the contract.

Name and Address of Insured:

Coverage	Policy No.	Policy Period	Minimum Limits
Workers Compensation			Statutory
Comprehensive General Liability: Bodily and Personal Injury Property Damage Contractual Liability Products/Completed Operations	<i>Sample Certificate</i>		\$1,000,000/\$2,000,000 Million aggregate
Automobile Liability: Bodily Injury Property Damage			\$1,000,000/CSL
Umbrella Liability:			\$5,000,000. Per occurrence and in the aggregate
Professional Liability (If Applicable)			\$1,000,000 Per occurrence

Should any of the above described policies be canceled before the expiration date thereof, the issuing company shall mail notice to Rowan College at Burlington County 60 days prior to such cancellation or change.

Agent _____ (/ /) Address _____
(Date)

Phone: _____ Name of Insurance Company: _____

FAILURE TO COMPLY WITH ABOVE INSURANCE REQUIREMENTS WILL BE CAUSE FOR REJECTION OF BID.

SPECIFICATIONS FOR
TEMPORARY STAFFING SERVICES
RFP/Q-24-04

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq.

BACKGROUND

Rowan College at Burlington County is a community college operating in the State of New Jersey as authorized under provision of N.J.S.A 18A:64A et seq. In addition, the College is subject to regulations and guidelines established in the New Jersey Administrative Code.

Rowan College at Burlington County main campus is located in Mount Laurel, New Jersey, with additional campus(s) in Mount Holly.

SCOPE OF SERVICES: TEMPORARY STAFFING SERVICES SPECIFICATIONS

Rowan College at Burlington County, here in after referred to as the “College,” is seeking the services of firms, agencies, and/or individuals qualified to perform services for the College in the areas of temporary staffing to cover short-term vacancies or for professional administrative support personnel for projects with a definite duration.

1.0 Introduction

1.1 It is anticipated that the scope of work will include, but not be limited to, the following:

- 1.1.1 Identifying and presenting qualified temporary staff members immediately available to fill administrative support, word processing, custodial, data entry, accounting, bookkeeping and any other office support or maintenance functions on a short-term basis.
- 1.1.2 Presenting a variety of candidates who meet the College’s qualifications and skill requirements that are available to begin the assignment in a reasonable timeframe.
- 1.1.3 To guarantee that a comprehensive background check has been conducted and screening out or disclosing any convictions of crimes or offenses. This information must be submitted to the College’s HR Department prior to placement.

2.0 The following topics/areas should be addressed in response to this solicitation:

2.1 Proposer’s experience in providing temporary staff for organizations similar to the College with specific reference to experience in some or all of the following staffing areas:

- 2.1.1 Custodial/Maintenance; Custodian, Groundskeeper
 - 2.1.1.1 Custodial/Housekeeping
 - 2.1.1.2 Asst. Lead Grounds Maintenance/Landscaping
 - 2.1.1.3 Maintenance, Skilled Trades, Boiler Operation
- 2.1.2 Administration Assistant / Secretary; Data Entry Clerk
 - 2.1.2.1 Receptionist
- 2.1.3 Secretarial – Admin Assistant; Faculty Secretary
 - 2.1.3.1 Clerical/Secretarial/Administrative Support
 - 2.1.3.2 Purchasing Clerk
 - 2.1.3.3 Data Entry – Business Operations
 - 2.1.3.4 Faculty Secretary

2.1.4 Technical – AP/AR/Accounting; Data Tech – Accounting

2.1.4.1 Accounting Clerk, Payroll Clerk, Accounting /Bookkeeper

2.1.4.2 Cashier – Business Office, A/R Clerk

2.1.4.3 Project Management

2.1.5 Library – Reference Librarian, Paraprofessional; Library Reference Info Spec.

2.1.5.1 Librarian Reference Information Specialist

2.1.5.2 Library Support Staff

2.2 The College has included sample job descriptions for several of the areas that it has had a need for temporary employees in the past (Appendix A).

3.0 Proposals should include and/or identify:

3.1 Proposer’s experience in identifying candidates who successfully complete their assignments and/or transition to full-time/regular employees of the organization.

3.2 Proposer’s knowledge and experience in providing a diverse pool of applicants.

3.3 Identification of the individual(s) who will be assigned to the College account, with description of their relevant experience and qualifications.

3.4 Proposer’s policy or statement of standards regarding background checks.

3.5 A statement explaining how verification of previous work experiences and education is conducted.

3.6 A detailed explanation of how the agency intends to provide placements at the bid rates it submits.

3.7 At least three (3) references including organization’s name, address, telephone number and contact name.

3.8 Proposer’s ability to comply with standard EEO/AA requirements of sub-contractors of public entities.

3.9 Proposer’s policy for conversion of contracted temporary employees to regular full-time employees at the College.

3.10 Proposer(s) certification that they are compliant with every aspect of the Temporary Workers Bill of Rights law, including a certification requirement (N.J.S.A. 34:8D-8), with the State of New Jersey.

4.0 Proposal Summary Sheet

4.1 Proposer(s) must provide the hourly rates on the Proposal Summary Sheet for each of the staffing classifications where they would be able to provide service(s) to the College. Please include your commission percentage in parentheses after each rate that the College will be charged (i.e. \$20/hr, employee makes \$16/hr, commission equals (20%).

4.1 Proposer(s) must provide – the previous year’s hourly rates, scale, or range for various positions, titles, or duties.

4.2 Proposer(s) must provide optional renewal year pricing.

It is agreed and understood that no quoted hourly rates provided in your response to these specifications can be increased during the period of this contract award.

5.0 Evaluation

5.1 Proposals will be evaluated by the College on the basis of the following criteria:

- 5.1.1 Experience and reputation of proposer.
- 5.1.2 Knowledge and experience of proposer relating to staffing services.
- 5.1.3 Staffing and experience of personnel proposed to be assigned to the College account.
- 5.1.4 Hourly rates, range for specific positions.
- 5.1.5 Other factors which may be in the best interest of the College.

6.0 Contract Terms

- 6.1** The College reserves the right to award a contract(s) to two (2) or more organizations in the event it is determined to be in the best interest of the College.
- 6.2** The College also reserves the right to award the contract(s) to the Vendor(s) which the College deems to offer the best overall proposal(s). The College has the sole discretion and reserves the right to cancel this RFP and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the College's best interest to do so. In addition, the College reserves the right to evaluate the performance of the Vendor(s) on an ongoing basis.
- 6.3** The College will award a one (1) year contract beginning January 1, 2024 and ending December 31, 2024, with an option to renew for one (1) additional year, January 1, 2025 through December 31, 2025, upon mutual agreement between the College and the Vendor(s).
- 6.4** The contract(s) as awarded shall be subject to the availability and appropriation annually of sufficient funds required to meet any award obligation extending beyond a one (1) year period.

7.0 Award Information

- 7.1** Final award shall be made to one or more employment agency(s) and will be based on those classifications listed above or any combination that yield the lowest total cost based on projected usage as determined by the Human Resources Department.
- 7.2** If an appointed agency is unable to supply requested workers for immediate assignments, and/or if required, within 4 hours of our request, other participating agencies in this bid will be utilized based on the next lowest rates and their availability to meet our requirements. The College also requires that each person placed be billed separately on a weekly basis, with a separate bill for each person placed as authorized by College Human Resources Office and the assigned purchase order release number.
- 7.3** The College cannot guarantee minimum volumes in any classification and will select only the approved firm(s) based on the lowest rate, availability, and time constraint requirements.
- 7.4** The agency shall retain the responsibility for payroll and accounting for all required withholding for the temporary worker(s), including, but not limited to:
- 7.4.1 Federal, State and Social Security Taxes
 - 7.4.2 Federal and State Unemployment Insurance
 - 7.4.3 Worker's Compensation
 - 7.4.4 All monthly, quarterly and annual government and insurance reports
 - 7.4.5 Calculate, print and distribute employee's W-2 Forms.
 - 7.4.6 Mandatory Child Support Deductions

- 7.5 The temporary worker shall be an employee of the agency, not an employee of the College.
- 7.6 A waiver for placement fees is required as a condition of this award, in the event that an agency worker is offered employment at the College. This waiver shall be for an agency worker after completion of a minimum of eight (8) weeks of employment.
- 7.7 The agency shall provide workers who possess the skills and abilities necessary to successfully complete the duties assigned by the College.
- 7.8 The College retains the right to refuse an unsatisfactory worker, and the agency shall guarantee a satisfactory replacement at no charge to the College.

PROPOSAL SUMMARY SHEET

The undersigned bidder has carefully examined the Specifications and Requirements of this proposed contract and binds himself upon award to him by Rowan College at Burlington County under this proposal to execute, in accordance with such award, to provide all necessary services necessary to perform and complete the said contract as required by the said contract and specifications, and in accordance with the requirements of Rowan College at Burlington County.

Please provide a rate for each job classification where your organization can provide the necessary staffing. If you cannot provide staffing for a particular job classification, indicate this with an N/A. It is also important to include rates for the “optional” second year. If second year rates are not included, the College will assume that your firm will have no increase between years one and two.

Job Classifications	Hourly Rate First Year Jan. 2024–Dec. 2024	Optional Second Year Jan. 2025-Dec. 2025
Custodial/Maintenance		
Secretarial/ Data Entry Clerk		
Secretarial Admin Assistant		
Technical – AP/AR/Accounting		
Librarian – Reference Librarian, Paraprofessional		

NAME OF BIDDER: _____

SIGNATURE OF AN AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

ADDRESS OF BIDDER: _____

DATE: _____

NOTE: This proposal shall be deemed valid when submitted by an authorized representative of the bidding corporation, firm or partnership. However, the contract must be signed by the appropriate officials of the corporation, firm or partnership in which name bid was submitted.

The undersigned Bidder hereby acknowledges receipt of the following Addenda and/or Bulletins:

ADDENDUM NO _____ ISSUED _____

THIS PROPOSAL SHEET MUST BE COMPLETED AND SIGNED IN ORDER FOR THE BID TO BE COMPLIANT.

Appendix A

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Library Reference Information Specialist – Mount Laurel Campus

MINIMUM QUALIFICATIONS:

EDUCATION:

Required:

1. Master's Degree in Information Studies or Library Science, American Library Association (ALA) Accredited Program

EXPERIENCE:

Required

1. Five years experience working in an academic library, including supervisory experience.
2. Experience with public services, preferably reference and information services, and strong commitment to service.
3. Experience with OCLC or other online library system.
4. Experience with bibliographic instruction.

SKILLS/ABILITIES/KNOWLEDGE/OTHER REQUIREMENTS:

1. Ability to supervise and manage employees.
2. Extensive knowledge, experience, and ability to use the Internet.
3. Knowledge of library electronic resources and telecommunications systems.
4. Knowledge of current and emerging networked technology.
5. Knowledge of at least one specialty area, such as U.S. law, N.J. law, nursing, career resources, or the Pinelands.
6. Excellent written and oral communication skills.
7. Excellent interpersonal skills.
8. Ability to develop and conduct instructional programs.
9. Ability to develop webographies, bibliographies, pathfinders, and other resource materials.
10. Ability to select and recommend new print and electronic materials for reference and general collection.

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College.

SUMMARY DESCRIPTION:

Responsible for supervising other library staff including student workers; providing reference service, information services, bibliographic instruction, and assistance with online electronic information services; providing research support for students, faculty, staff, and the public at the Pemberton campus; overseeing the development and maintenance of the serial collection and the Library's contribution to the New Jersey Union List of Serials; establishing bibliographic instruction using electronic databases and the Internet; selecting and recommending the acquisition of new materials, both electronic and print; working closely with the faculty and staff to create an atmosphere of learning, research and information retrieval that works well for the students.

SPECIFIC DUTIES:

1. Supervise and evaluate staff including student workers.
2. Manage all staffing for reference and circulation and provide coverage for evenings and weekends.
3. Train and assist other staff in the use of online resources
4. Supervise the circulation and interlibrary loan department staffs.
5. Provide reference assistance for students, faculty, staff, and the public.
6. Provide reference and educational services, such as bibliographic instruction.
7. Maintain and make recommendations for additions to the special collections in law and business.
8. Maintain and catalog the College Archives.
9. Maintain, make recommendations for, and update the Library's holdings in the New Jersey Union List of Serials.
10. Provide public support of the online Library database.
11. Provide online search service.
12. Recommend appropriate reference materials, both electronic and print.
13. Provide bibliographic instruction emphasizing the Internet, online databases, as well as the Library's general collection.
14. Participate in long- and short-range planning with the Director for the use of electronic resources.
15. Assist with the implementation and maintenance of the network under the direction of the Library Director.
16. Perform all other related duties as assigned.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Library Support Staff Services Coordinator

MINIMUM QUALIFICATIONS:

EDUCATION REQUIRED:

1. One (1) year of college_

EDUCATION DESIRED:

1. Associates degree_

EXPERIENCE REQUIRED:

1. Three (3) years of directly applicable experience in a library_

EXPERIENCE DESIRED:

1. Experience working with an automated library system_

SKILLS/ABILITIES/KNOWLEDGE/OTHER REQUIREMENTS:

1. Familiarity with on-line computer library system.
2. Familiarity with internet using graphical interface such as Mozilla Firefox or Internet Explorer
3. Skill using Microsoft Word, Access, and Excel

OVERALL PURPOSE & RESPONSIBILITY:

The most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Responsible for all library support services. Supervises and schedules all student and temporary workers. Handles all technical issues with the online library system. Responsible for all handling of funds from printing, cash drawer, and safe. Creates all deposits for the Library Director's signature. Use electronic mail. Use the campus- wide network and Internet. Help customers with the use of all electronic information. Handle all aspects of serials control. Collect and record all appropriate statistics. Responsible for opening the library.

SPECIFIC DUTIES:

1. Interview, hire, and train all student workers.
2. Assign all duties to student workers and evaluate their performance.
3. Meet daily with Library Director for updates and any special projects.
4. Supervise and schedule all student and temporary workers. Dismiss any temporary worker as necessary.
5. Checks the Library's request list daily, gather all the materials requested, and call customers to arrange pickup
6. Explains and demonstrates all equipment and databases including the online catalog to the library clients
7. Handles all funds from printing, cash drawer and circulation desk safe and prepares all deposits for the Library Director's signature.
8. Provide answers to informational queries to clients; help customers with electronic resources, refer reference questions to information specialists
9. Compile records of new magazines, newspapers, and microfilm; put new editions on display and shelve back issues
10. Monitor subscription orders, claims, and missing or lost periodicals. Ensure that magazines and newspapers have been correctly logged in
11. Administer the serials collection, making recommendations for additions and deletions.
12. Organize and maintain the college catalog collection. Make recommendations for additions and deletions for the career collection.
13. Supervise the lease plan collection and make decisions for returns and additions.
14. Serve as liaison with all departments of the College for necessary services.
15. Supervise the gathering of all statistics, collection of statistics, and transmittal.
16. Coordinate all services with McGuire Air Force Base Library.
17. Performs specific related duties as assigned

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Purchasing Agent

MINIMUM QUALIFICATIONS:

EDUCATION:

1. High School diploma or equivalent

EXPERIENCE:

1. One (1) year of directly applicable experience

SKILLS/ABILITIES/KNOWLEDGES/OTHER REQUIREMENTS:

1. Word Processing and data entry skills

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Responsible for the complete cycle of processing requisitions, purchase orders, and follow-up action of outstanding orders.

SPECIFIC DUTIES:

1. Stamp all requisition copies on a daily basis.
2. Search for appropriate vendor; enter new vendors on the system.
3. File all State Contracts and Amendments.
4. Enter all pertinent information from requisitions into software program.
5. Print and log Purchase Orders and Confirming Purchase orders.
6. Separate and mail signed Purchase Orders to vendor; send copies to department and file purchasing copy.
7. Input requisitions on the remote ordering systems.
8. Ability, through cross training experience, to assume the duties of another Purchasing Agent in his/her absence.
9. Print various reports as required to summarize Purchase Order activity.
10. Prepare quote folders and file quotations as required.
11. Perform other related duties as required.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Data Technician: Accounting

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Five years of directly applicable experience.

SKILLS/ABILITIES/KNOWLEDGES/OTHER REQUIREMENTS:

1. Significant exposure to computer-based accounting and data input.
2. Knowledge of Excel and MS Word.
3. Knowledge of Pension reporting (preferably NJ State Pensions).
4. Knowledge of Payroll processing.

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Responsible for data input of information that would facilitate the production of paychecks by the Payroll Specialist. Input of payments and charges into the student accounts receivable system. Help the Accounting office facilitate customer service for our students and staff.

SPECIFIC DUTIES:

1. Computer input.
2. Setting up of positions and classifications.
3. Setting up and inputting benefits that affect payroll.
4. Set up new employees/positions for adjunct and faculty loads.
5. Setting up student employees in computer.
6. Prepare memo invoices for Security uniform payments.
7. Calculate and prepare reimbursements of tuition for eligible employees.
8. Keep track of reimbursements for W-2 purposes.
9. Share responsibility for preparation of pay date calendar with Human Resources.
10. Update student's accounts with payments and charges as needed by Accounting office.
11. Answer telephones and deal with student and staff questions as needed.
12. Do payroll in absence of Payroll Specialist and General Accountant.
13. Voucher student refunds.
14. Back up Junior Accountant when needed.
15. Perform other related duties as assigned.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Custodian

MINIMUM QUALIFICATIONS:

EDUCATION:

Ability to comprehend and follow instructions.

EXPERIENCE:

One (1) year of work experience in the custodial service field.

SKILLS/ABILITIES/KNOWLEDGE'S/OTHER REQUIREMENTS:

1. Possession of current valid drivers license.
2. Ability to operate large floor cleaning machines.
3. Ability to lift 50+ pounds.
4. Ability to safely and properly use cleaning solutions and other chemicals.
- 5.

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Under general supervision, perform a variety of custodial and manual duties which involve lifting and use of heavy-duty power equipment. Duties are related to the general appearance and cleanliness of both the interior and immediate exterior of the College facilities.

SPECIFIC DUTIES:

1. Sweep and/or vacuum floors/carpets, hallways, corridors, and stairways, and mop, scrub, wax, and polish floor surfaces using heavy-duty power equipment. Perform necessary service and preventive maintenance such as cleaning and oiling equipment, to prevent breakdown and insure effective and efficient operation.
2. Wash, clean, disinfect, deodorize, and maintain rest rooms in a clean, orderly, and sanitary condition. Replace toilet tissue, towels, soap, deodorizer, etc., as required.
3. Dust, wax and polish office furniture, clean shelves, and empty ashtrays and wastebaskets.
4. Move and rearrange furniture and/or fixtures, assist in the movement of Office equipment, and in the loading and off-loading of office equipment and supplies.
5. Pick up litter from the immediate vicinity of assigned buildings around entrances and steps and sweeps free of leaves.
6. Scrape and shovel snow from entranceways and steps.
7. Maintain stock of rest room and janitorial supplies.
8. Perform other related duties as assigned.

WORKING CONDITIONS:

Works inside and outside and may be exposed to extreme temperatures. Exposed to dirt, dust, grease, and disagreeable odors. Exposed to vibration from heavy equipment and to skin irritation from strong cleaning solutions and solvents, cuts, burns, etc. Care is required when working on ladders or lifting and using heavy equipment to avoid injury.

PHYSICAL EFFORT:

Moves heavy equipment, sets up ladders and works from ladders. Frequently lifts and moves objects weighing up to 40 pounds, and occasionally over 50 pounds.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Assistant Lead Grounds

MINIMUM QUALIFICATIONS:

EDUCATION:

High School or Trade School education in grounds/maintenance.

EXPERIENCE:

Three (3) years- experience may be substituted in place of education.

SKILLS/ABILITIES/KNOWLEDGES/OTHER REQUIREMENTS:

1. Must possess a valid NJ Driver's License.
2. Qualified in the safe use of all hand and power tools.

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Performs a variety of ground maintenance and construction tasks involving various trades and operation of a front-end loader, Ford and John Deere Tractors with bat wing cutters, snow plow vehicles, and various power and hand tools.

SPECIFIC DUTIES:

1. Perform duties of Lead Grounds Keeper in Lead's absence.
2. Direct, monitor, and evaluate grounds crew personnel.
3. Report to work at all times of the day or night, including weekends, for snow removal.
4. Operate a variety of heavy equipment including plows, backhoes, steamrollers, and bulldozers.
5. Clean work areas, maintain tools and equipment.
6. May operate a motor vehicle to transport workers and materials as required.
7. Occasionally perform more difficult work under close supervision.
8. Perform other related duties as assigned.

WORKING CONDITIONS

Work is usually done outside and may be in extreme weather conditions and temperatures. Employee may be subject to cuts and bruises from hand power tools and equipment. May lift and carry items weighing 50 pounds.

PHYSICAL EFFORT

Standing, stooping, kneeling, and bending. Works on scaffolds and ladders, which requires work in stretched, cramped, and awkward positions.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Mt. Laurel Cashier-Accounting

MINIMUM QUALIFICATIONS:

EDUCATION:

1. High school diploma or equivalent.

EXPERIENCE:

1. Three years of bookkeeping/cashiering experience.

SKILLS/ABILITIES/KNOWLEDGE/OTHER REQUIREMENTS:

1. Basic business machines skills.
2. PC skills.
3. Exposure to computer-based accounting systems.
4. Spreadsheet and word processing knowledge.

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College Community.

SUMMARY DESCRIPTION:

Responsible for receipt and application of tuition payments to student accounts; disburses financial aid and student loan checks, balances and deposits daily receipts.

SPECIFIC DUTIES:

1. Process student payments in Colleague.
2. Responsible for analyzing and processing of financial aid stipend checks. This includes vouchering financial aid transmittals and deducting any amounts owed from check due.
3. Responsible for preparing Save List for E-Mail Blast to notify students that their Financial Aid Stipend Checks are ready for pick-up.
4. Prepares deposit slips and other related documents.
5. Process returned checks and post to student accounts.
6. Responsible for refunding all credit and non-credit student accounts for cancelled and dropped classes and overpayments on a continuous basis throughout the semester.
7. Process application fees and payments for Community Enrichment.
8. Enter a variety of fees onto student accounts such as parking and library fines, new ID card fees, parking permit fees, etc.
9. Update student accounts for video rentals and returns. Apply payments for same.
10. Update computer systems for all other payments, i.e. authorization for deposit and funds transmittals.
11. Process all Bookstore and Art Store charges to the student accounts.
12. Process all waivers (i.e. Unemployment, Tuition, etc).
13. Answer student questions as needed.
14. Perform other related duties as assigned.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Data Entry Clerk- Administrative Services

MINIMUM QUALIFICATIONS:

EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Six months of data entry experience

SKILLS/ABILITIES/KNOWLEDGES/OTHER REQUIREMENTS:

Word processing and data entry skills

OVERALL PURPOSE & RESPONSIBILITY:

The primary and most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Responsible for data entry of purchasing information.

SPECIFIC DUTIES:

1. Stamps all requisition copies on a daily basis.
2. Searches for appropriate vendor; enters new vendors on the system
3. Files all State Contracts and Amendments.
4. Enters all pertinent information from requisition, and calls
5. Computer Center to change promptly for printing Purchase Orders.
6. Prints and logs Purchase Orders and Confirming Purchase Orders, Fax when necessary.
7. Separates and mails signed Purchase Orders to vendor; sends copies to department and files purchasing copy.
8. Have knowledge of remote ordering system.
9. Ability through cross training experience, to assume the duties of another Purchasing Agent in his/her absence.
10. Prints various reports as required to summarize Purchase Order activity.
11. Prepares quote folders and file quotations as required.
12. Helps in Accounts Payable as needed.
13. Verify and mail Accounts Payable checks.
14. Word processing and typing as directed.
15. Performs other related duties as assigned.

ROWAN COLLEGE AT BURLINGTON COUNTY
POSITION DESCRIPTION

POSITION TITLE: Academics Secretary – (Science, Math, Technology)

MINIMUM QUALIFICATIONS:

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

One (1) to two (2) years of directly applicable experience.

SKILLS/ABILITIES/KNOWLEDGE/OTHER REQUIREMENTS

Typing and word processing skills

OVERALL PURPOSE & RESPONSIBILITY:

The most important overall responsibility of all employees is to provide service in a pleasant, helpful, and effective manner to our students and other members of the College community.

SUMMARY DESCRIPTION:

Assists in providing secretarial/clerical support to various Academic divisions. Establishes and maintains a system of office procedures designed to promote efficient operation of a given Academic area. Coordinates work assignments along with the Division Secretary for student assistants.

SPECIFIC DUTIES

In addition to generic duties of the Faculty Secretary description, the following are performed:

1. Provides primary typing/word processing/filing services for faculty and adjunct staff including tests, syllabi, and correspondence.
2. Distributes paychecks on a biweekly basis and prepares timesheets.
3. Distributes adjunct assignments along with the Adjunct Coordinator.
4. Prepares class visitation and annual evaluations of the faculty for the Dean.
5. Processes drop/add registration for courses cancelled by the Division.
6. Assists students in advisement.
7. Works in conjunction with the TEC Division Secretary.
8. Screens incoming calls, makes appointments, and handles routine student complaints.
9. Schedules appointments for the Assistant Dean/Dean.
10. Distributes SUMMA evaluations of faculty and adjuncts.
11. Orders supplies for the department.
12. Performs other related duties as assigned.

CRITERIA FOR AWARD

The awarding of this contract(s) to the successful bidder(s) will be based on the proposal that is most advantageous to the College, taking into consideration charges, services, and the ability to best meet the current and future needs of the College and students.

Rowan College at Burlington County retains the right to award contracts to two or more institutions in the event it is determined to be in the best interest of the College.

The College reserves the right to conduct interviews and any other activities related to the qualifications of the vendor.

CONTRACT PERIOD

The proposed contract for service will be for one (1) one-year, January 1, 2024 through December 31, 2024 with a (1) one-year renewal option, January 1, 2025 through December 31, 2025. The option to renew will be at the discretion of Rowan College at Burlington County and will be confirmed in writing prior to the end of the one-year contract. In the event the contract is extended, all the original terms are to remain in effect for the extended period unless agreed upon changes are made in writing prior to the issuance of a new contract.

The contracts as awarded shall be subject to the availability and appropriation annually of sufficient funds required to meet any award obligation extending beyond a twelve (12) month period.

GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all contracts, purchase orders or purchase agreements made with Rowan College at Burlington County unless specifically deleted on this form. Vendors submitting proposals to the College must cross out any provisions they do not agree to meet. Any cross out or change in the College's terms and conditions will be a factor in determining an award of contract or purchase agreement.

Vendors are notified by this statement that all terms and conditions will become a part of any contract or purchase order awarded as a result of a request for proposal/bid whether stated in part, in summary, or by reference. In the event a vendor's terms or conditions conflict with a state law and/or the College's terms and conditions, the state law or College's terms and conditions will prevail. Also, a vendor's acceptance of a College purchase order constitutes acceptance and compliance with all of the College's General Terms and Conditions.

1. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL VENDORS

- 1.1 CORPORATE AUTHORITY-N.J.S.A. 14A:13-3** requires that all corporations be authorized to do business in the State of New Jersey. Corporations incorporated out of the State must file a Certificate of Authority with the Secretary of State, Department of State, State House, Trenton, New Jersey.
- 1.2 ANTI-DISCRIMINATION/ EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE** -All parties to any contract with Rowan College at Burlington County agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained in N.J.S.A 10:2-1 through 10:2-4, N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder.
- 1.3 PREVAILING WAGE ACT**-The New Jersey Prevailing Wage Act P.L. 1963, Chapter 150 is hereby made a part of every contract entered into on behalf of Rowan College at Burlington County except those contracts which are not within the contemplation of the Act. The vendor's signature on this proposal guarantees that neither the firm nor any subcontractors employed to perform the work covered by this proposal are listed or are on record in the Office of the Commissioner of the Department of Labor as one who has failed to pay prevailing wages in accordance with the provisions of that Act.
- 1.4 1.3(a) PUBLIC WORKS CONTRACTOR REGISTRATION ACT** - The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractors who bid on or engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464 or <http://www.nj.gov/labor/lasse/lspubcon.html>.
AMERICANS WITH DISABILITIES ACT - The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. 12101 et seq.
- 1.5 WORKER AND COMMUNITY RIGHT TO KNOW ACT**-The Worker and Community Right to Know Act P.L. 1983, Chapter 315; N.J.S.A. 34:5A-1 et seq., required employers to label all containers of hazardous substances by March 29, 1985. Additionally, it required employers to label all containers on their premises by August 29, 1986. Proper compliance shall be deemed a term and condition of any College purchasing contract.
- 1.6 OWNERSHIP DISCLOSURE**-P.L. 1977 Chapter 33 stipulates that a contract for any work, goods, or services cannot be issued to any firm unless prior to or at the time of bid submission the firm has disclosed the names and addresses of all its owners holding 10% or more of the firm's stock or interest.
- 1.7 COMPLIANCE-STATE LAWS**-It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed by and construed in accordance with the laws of the State of New Jersey. The laws of the State of New Jersey shall determine the rights and obligations of the parties hereto.
- 1.8 COMPLIANCE-LAWS**-The vendor must comply with all local, state, and federal laws, rules, and regulations applicable to this contract and to the work to be done hereunder.
- 1.9 BUSINESS REGISTRATION** – As a condition to entering into a State contract, effective January 18, 2010, pursuant to an amendment to N.J.S.A. 52:32-44, State and local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the bidder and each subcontractor named in the bid proposal has a valid Business Registration Certificate on file with the Division of Revenue. The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the “Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.htm>.
- 1.10 BUSINESS REGISTRATION CERTIFICATE**- Vendors conducting business with any State agency including Rowan College at Burlington County will be required to be registered with the New Jersey Division of Revenue.

The vendor will be required to submit, as part of a public bid or prior to issuing a purchase order, a Business Registration Certificate issued by the Department of Treasury, Division of Revenue, with the State of New Jersey.

1.11 BUSINESS ENTITY REGULATIONS, P.L. 2005, CHAPTER 271-On January 5, 2006, Governor Codey signed into law P.L. 2005, c. 271 (hereafter, Chapter 271). A key element of this law mandates that, at least ten days prior to entering into a contract/purchase order over \$17,500 in value, state agencies, counties, municipalities independent authorities, boards of education and fire districts must require business entities to submit a disclosure of certain political contributions that is separate and different from the disclosure required by E.O. 134 (P.L. 2005, c. 51). The new Chapter 271 applies to all unadvertised contracts in excess of \$17,500 including waived contracts and contracts entered into under an agency's delegated purchase authority. Exempted from this obligation are contracts that are publicly advertised and contracts where a public emergency requires the immediate delivery of the goods or services.

1.12 MANDATORY ELEC DISCLOSURE REQUIREMENT, P.L. 2005, CHAPTER 271 -Vendor is advised of its 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-20.13 (P.L. 2005, c. 271, section 3) if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor'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.

2. LIABILITIES

LIABILITY-COPYRIGHT-The vendor shall hold and save Rowan College at Burlington County and its officers, agents, students, and employees harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of any contract awarded pursuant to this proposal or purchase order.

INDEMNIFICATION-The vendor shall assume all risk of and responsibility for any and all claims, demands, suits, actions, recoveries, judgments, and costs and expenses in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property of any person or persons whatsoever which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract; and additionally agrees to indemnify, defend, and save harmless Rowan College at Burlington County and its officers, agents, students, and employees from and against such proceedings. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

INSURANCE-The successful vendor shall secure and maintain in force, for the term of the contract, liability insurance as provided herein. The successful vendor shall provide Rowan College at Burlington County with current certificates of insurance for all coverages and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after 30 days written notification to the Office of Administrative Services for Rowan College at Burlington County.

The insurance to be provided by the successful bidder shall be as follows:

- 1. Comprehensive General Liability** policy as broad as the standard coverage form currently in use in the State of New Jersey, which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and products liability (completed operations). Limits of liability shall not be less than \$1,000,000 per occurrence for bodily injury liability and \$1,000,000 per occurrence for property damage liability.
- 2. Comprehensive General Automobile** Liability policy covering owned, non-owned, and hired vehicles with minimum limits of \$1,000,000 combined single limits.
- 3. Worker's Compensation Insurance** applicable to laws of the State of New Jersey and Employers Liability Insurance with a limit of not less than \$1,000,000.

Upon request, the successful vendor will provide certificates of such insurance to the Purchasing Department within seven (7) day prior to the start of the contract or Notice to Award and periodically during the course of a multi-year contract.

BONDS- Bid, Consent of Surety, Performance and Payment Bonds shall be submitted IF required in the bid documents and General Terms and Conditions.

Bid Bond: Bid bond for 10% of proposal amount, Certified or Cashier's check. Not to exceed \$20,000 unless Construction Related Projects- If requested by the College, all participating contractor(s) shall submit a bid bond in the amount of ten percent (10%) of the annual guarantee amount proposed by the Contractor, not to exceed \$20,000, for the first year of the contract unless it is a construction related project. The guarantee shall be submitted in the form of a bid bond from a surety licensed to do business in the State of New Jersey, or a certified check drawn on a reputable banking institution and made payable to Rowan College at Burlington County.

Consent of Surety (certification from a Surety Company to ascertain that a Performance Bond and Payment Bond can be obtained)

Performance Bond: If requested by the College, upon Execution of the Contract, the contractor must deliver to the College an executed standard Performance Bond, with approved surety, payable to the College, in the amount of the annual guarantee for the first year of the contract. It is understood that the Bond shall be guarantee for the faithful performance by the Contractor of its obligations now or hereafter-contained in the contract. The sureties of all Bonds shall be of such Surety Company or companies as are reasonably approved by the College and are licensed to transact business in the State of New Jersey. No Contract shall be deemed in effect until the bond has been approved by the College. Said Performance Bond shall remain in effect throughout the term of the Contract, any extensions thereof, and for at least 90 days after termination of the contract.

3. TERMS GOVERNING ALL PROPOSALS TO ROWAN COLLEGE AT BURLINGTON COUNTY

CONTRACT AMOUNT-The amount of any contract negotiated, as a result of this proposal shall not be construed as either the maximum or the minimum amount, which the College shall be obligated to order.

CONTRACT PERIOD AND EXTENSION OPTION-If, in the opinion of the Office of Administrative Services it is in the best interest of the College to extend any contract awarded as a result of this proposal for a period of all or any part of a year, the vendor will be so notified of the intent at least 30 days prior to the expiration date of the existing contract. If the extension is acceptable to the vendor, at the original prices and on the original terms, notice will be given to the vendor by the College's Office of Administrative Services in writing. Unless otherwise specified in such cases, a new Performance Bond may be required of the vendor on a pro rata basis of the original Performance Bond to cover the period of the extension.

VENDOR RIGHT TO PROTEST INTENT TO AWARD

- a. Except in cases of emergency, vendors have the right to protest the College's award of the contract as announced in the Notice of Intent to Award. Unless otherwise stated, a vendor's protest must be received no later than ten (10) days after the date on the Notice of Intent to Award.
- b. A protest must be in writing and delivered to the Secretary of the Board of Trustees (President of the College) with copies sent to the Office of Administrative Services and the apparent Successful Contractor/Bidder, as indicated in the Intent to Award notification. Based on Board Policy 809, the petition must include the specific grounds for challenging the award.
- c. Contents of Petition
The petition must:
 - (a.) state the name, address, e-mail address, and telephone number of each petitioner;
 - (b.) identify the College's Bid or RFP number, and also, if applicable, identify the decision-maker(s) whose determination or action is being challenged and, where the challenged determination has been reduced to writing, include as an exhibit a copy of the determination;
 - (c.) state the sections of Title 18A under which the controversy has arisen;
 - (d.) if the petition challenges the award or non-award of a contract under Section 3.2, the petition, which may only be filed by a vendor who has submitted a proposal in response to an advertised RFP, shall state the specific grounds for challenging the intended contract award, including all arguments, materials and/or other documentation that may support the protester's position that the contract award should be overturned;
 - (e.) a statement as to whether the protester requests an opportunity for oral presentation and the reason(s) for the request.

- d. The Board Secretary may disregard a protest not containing all of the items set forth in Board Policy 809 Section 3.3 (a) through (e) (also listed above) and may disregard a protest of any award filed after the ten day protest period, after which time the contract may be awarded.

TERMINATION OF CONTRACT

A. Change of Circumstances:

1. Where the circumstances or needs of the College significantly change or the contract is otherwise deemed no longer to be in the public interest, the Office of Administrative Services may terminate the contract.
2. The vendor must, where practicable, be given 30 days written notice and an opportunity to respond.

B. For Cause:

1. Where a vendor fails to perform or comply with a contract and fails to comply with the College's complaints, the Office of Administrative Services may terminate the contract subsequent to ten days written notification to the vendor and an appropriate opportunity for the vendor to respond.
2. When a vendor executes a contract poorly as evidenced by formal complaint, late delivery, and poor performance of service, short-shipping etc., the Office of Administrative Services may terminate the contract subsequent to ten days written notification to the vendor and an appropriate opportunity for response. In exceptional situations the Office of Administrative Services may reduce the period of notification and discretionally dispense with an opportunity to respond.

C. Availability of Funding

1. The College obligation is contingent upon the availability of appropriated funds from which payment for contract purposes can be made, where practicable, the vendor will be given 30 days written notice of the College's need to terminate any agreement or contract.

COMPLAINTS-Where a vendor has a history of performance problems as evidenced by formal complaints and/or contract cancellation for cause pursuant to 3.B (For Cause), that vendor may be bypassed for any future contract awards unless the vendor submits with proposal documentation:

- A. An explanation of the past performance difficulties and the reasons for such occurrences.
- B. An outline of corrective action taken by the vendor to preclude future recurrences of the same or similar problems in the event the vendor is awarded the contract.

SUBCONTRACTING OR ASSIGNMENT-The contract may not be subcontracted or assigned by the vendor, in whole or in part, without the prior written consent of the Office of Administrative Services. Such consent, if granted, shall not relieve the vendor of any of his responsibilities under the contract. In the event that a vendor proposes to subcontract for the services to be performed under the terms of the contract award, it shall be stated in the proposal and a list of subcontractors and an itemization of the subcontract services to be supplied will be attached, for approval prior to award of the contract. Nothing contained in the specifications shall be construed as creating any contractual relationship between a subcontractor and the College.

PERFORMANCE GUARANTEE OF VENDOR-The vendor hereby certifies that:

- A. The equipment offered is standard new equipment, is the manufacturer's latest model in production with parts regularly used for the type of equipment offered and that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- B. All equipment operated by electrical current is UL approved.
- C. All new machines are guaranteed for a period of one year from time of delivery and/or installation and that prompt service, as necessary, will be rendered without charge, regardless of geographic location.
- D. Sufficient quantities of parts for the proper service to equipment will be maintained at distribution points and service headquarters.
- E. Trained technicians are regularly employed in the territory to provide service and repairs to equipment within 24 hours or a period of time accepted as customary industry practice.
- F. Any material/equipment rejected for failure to meet the specifications or requirements of the College shall be immediately replaced by the vendor with properly specified equipment/material. Such replacement shall be completely at the vendor's expense.
- G. All services rendered to the College shall be performed in strict and full compliance with the specifications of the contract.
 1. A service contract shall not be considered complete until final approval by the College is rendered.

2. Payment for services rendered may not be made until final approval is given by the College.
- H. Vendor's obligations under this contract is in addition to the vendor's other expressed or implied assurances under this contract or New Jersey State Law and in no way diminishes any other rights that the College may have against the vendor for faulty material, equipment, or work.

DELIVERY GUARANTEES-Deliveries shall be made at such time and in such quantities as ordered in strict compliance with the conditions contained in the contract. The vendor shall be responsible for the delivery of material in first class condition and in accordance with good commercial practice. Items delivered must be strictly in accordance with bid specifications. In the event delivery of goods or services is not made within the time frame specified or under the schedule stipulated in the specifications, the College may obtain the goods or services from any available source and the difference in price, if any, will be paid by the vendor failing to fulfill the commitment.

RIGHT TO INSPECT VENDOR'S FACILITIES-The College reserves the right to inspect the vendor's establishment before making an award.

OFFICE OF ADMINISTRATIVE SERVICES SERVICES' RIGHT TO FINAL ACCEPTANCE-The Office of Administrative Services reserves the right to reject any or all bids, or to award a contract in whole or in part if deemed to be in the best interest of the College. In case of tie bids, the contract shall be awarded at the discretion of the Office of Administrative Services to the vendor or vendors' best meeting all of the specifications and conditions.

MAINTENANCE OF RECORD-The vendor shall maintain records for products and/or services delivered against the contract for a period of three years from the date of final payment. Such records shall be made available to the College upon request.

4. TERMS RELATING TO PRICE QUOTATION

PRICE FLUCTUATIONS DURING CONTRACT-All prices quoted shall be firm and not subject to increase during the period of the contract. In the event of a manufacturer's price decrease during the contract period, the College shall receive the full benefit of such price reduction on any subsequent orders for goods or services. The Office of Administrative Services must be notified in writing of any price reduction within five days of the effective date.

DELIVERY COSTS-Unless noted otherwise in the specification, all quoted prices shall include delivery F.O.B. Destination. The vendor shall assume all liability and responsibility for the delivery of merchandise in good condition to Rowan College at Burlington County or any other location specified by the contract/purchase order. F.O.B. Destination shall be interpreted as platform delivery to the Receiving Department of the College or other receiving point indicated in the contract/purchase order. In certain instances spot deliveries may be specified and required. No additional freight charges will be payable for transportation costs resulting from partial shipments made for the vendor's convenience when a single shipment is ordered.

COD TERMS-Unless otherwise stated COD terms are not acceptable and such contingency shall constitute just cause for automatic rejection of a bid.

TAX CHARGES-Rowan College at Burlington County is exempt from the New Jersey sales or use tax pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act N.J.S.A. 54:32B-1 et seq. Additionally, the College is exempt from Federal Excise Tax. An exemption certificate or number is not required for Rowan College at Burlington County to make tax-exempt purchases. An official request on College letterhead or an official purchase order signed by a qualified officer is sufficient proof for the vendor of exemption from paying the sales tax. Vendors should not include tax charges in their price quotations or on subsequent invoices for purchased goods or services. The College's Federal Employer Identification Number is 22-1825538.

PAYMENT TO VENDORS-Payments for goods and/or services purchased by the College will only be made against a valid College purchase order and a legitimate vendor invoice after receipt of contracted items and approval of the invoice for payment.

CASH DISCOUNTS-Cash discounts for periods of less than 21 days may be considered as factors in the award of contracts. For purposes of determining the College's compliance with any discount offered:

- A. A discount period shall commence on the date of a properly executed vendor invoice for products and services that have been duly accepted by the College in accordance with terms, conditions and

specifications of a valid contract/purchase order. If the invoice is received prior to delivery of the goods or performance of services, the discount period begins with the receipt and acceptance of the goods or completion of services.

- B. The date of the check issued by the College in payment of an invoice shall be deemed the date of the College's response to an invoice for cash discount purposes.

5. FORCE MAJEURE

If, because of force majeure, either party hereto is unable to carry out any of its obligations under this contract, other than the obligations to pay money due hereunder, and if such party promptly gives to the other party hereto written notice of such force majeure, then the obligations of the party giving such notice shall be suspended to the extent made necessary by such force majeure and during its continuance, provided that the party giving such notice shall use its best efforts to remedy such force majeure insofar as possible with all reasonable dispatch. The term "force majeure" as used herein shall mean any causes beyond the control of the party affected thereby, such as, but not limited to, acts of God, act of public enemy, insurrections, riots, strikes, lockouts, labor disputes, fire, explosions, floods, breakdowns, or damage to plants, equipment or facilities, embargoes, orders, or acts of civil or military authority, or other causes of a similar nature. Upon the cessation of the force majeure event, the party that had given original notice shall again promptly give notice to the other party of such cessation.