

Pleasantville Public Schools
Copier Lease Proposal
Updated 11/4/2025

To all interested parties:

The proposal for Copier Lease with the Pleasantville Board of Education must be received in sealed envelope addressed to business administrator below by November 10, 2025 with all required documents. The district is seeking 48-month lease at current locations within district. Please view the desired specifications to summary the proposal.

We wish to receive quotes for copier lease, currently we have 43 copier and 3 are color. A list of current machine models attached for reference. The district wishes to increase copiers to 44. The location will third floor in the business office for the additional machine. The lease for machines will expire December 2025. We will award on November 18, 2025 board meeting. The last day for questions is November 5, 2025 at 10:00 am. which will be posted on our website under Business Office/Purchasing Tab at 3:00 PM. All quotes must be received by November 10, 2025 at 11:00 am for consideration. All cooperative agreement information must be listed and included with proposals. The required vendor documents are attached for formal submission.

Desired Specifications

- Monthly Usage Reports
- Automatic Toner Refill
- On-Site Service(Same or Next Day)
- Stapling
- Automatic Staple Refill (no cost)
- Scanning
- Fax Solution
- Internal or External finishers per list
- Hole Punch per list
- Papercut

District Contacts

Daile Dixon-White, Business Administrator white.daile@pps-nj.us
Catherine Manning, Purchasing, manning.catherine@pps-nj.us
Chris Becker, Technology, becker.chris@pps-nj.us

Forward documentation and proposal information to:

Mrs. Daile Dixon-White
801 Mill Rd., 3 rd. Fl
Pleasantville, NJ 08232

Questions

- PaperCut
We kindly request a letter from the school authorizing Canon U.S.A., Inc. to contact PaperCut. This will allow us to obtain the current license information and include the appropriate pricing in our response. *Information to be provided in link with quote submission summary at later date*
 - Finishing Options – Color Units
Is there a need for a booklet staple finisher on the color units, specifically for the Early Childhood A212 replacement? *No*
 - Additional Units
During the vendor meeting, additional units were mentioned. Would you like us to include options for an additional black & white machine for both the Middle School Business Office and the High School? *Additional machine for the 3rd floor business office for total of 44 This additional device will alleviate some of the volume on the IM8000 locator in the Middle School Board Office Hallway*
 - Lease Term Confirmation
Please confirm that the current lease and proposed term for the new contract is 48 months./48 months
-
- The monthly inbound/outbound fax volume/*Less than 100 pages per month*
 - How many fax numbers they have? *37 total fax numbers, 11 are active*
 - Do they want the faxes printed- *we want the option to print faxes, but not all printed*
-
-
- How many fax lines do you have and need to keep? *37 total fax numbers, 11 active*
 - We need to know an estimated fax volume / *Less than 100 pages per month*
 - Can you provide your Papercut CRN# under help/ *C-LNRTDM*
 - Sample of card being used to login to Papercut - *We use Schlage 7510 Proximity Cards – 26 Bit*
 - Term of new contract - *48 months with month to month option at end of contract*
-
- We have both NASPO and OMNIA cooperative pricing vehicles that can be used. Is Pleasantville BOE open to the best cost incentive option of the two? *Yes*
 - If a copier does not have External Finisher then is it an Internal Finisher? Please review attached list if external finisher is not checked an internal finisher is needed

PLEASANTVILLE SCHOOL DISTRICT MFP'S

School	Address	Ricoh Model	Ext. Finisher	Hole Punch	Location in Building	AMV	Color AMV
High School (PHS)	701 Mill Road	MP5055SPG	☐	☐	A210 (Assistant Principal)	2,505	
High School (PHS)	701 Mill Road	MP5055SPG	☐	☐	Main Office Conf Room	1,047	
High School (PHS)	701 Mill Road	MP4055SPG	☐	☐	Facilities Trailer	1,597	
High School (PHS)	701 Mill Road	MP4055SPG	☒	☐	1st Floor Teacher Lounge A111	6,428	
High School (PHS)	701 Mill Road	MP4055SPG	☒	☐	2nd Floor Teacher Lounge (F-Wing)	15,939	
High School (PHS)	701 Mill Road	MP4055SPG	☐	☐	Guidance	2,718	
High School (PHS)	701 Mill Road	IM8000	☒	☐	Library	10,697	
High School (PHS)	701 Mill Road	MP5055SPG	☒	☒	Main Office	11,249	
High School (PHS)	701 Mill Road	MP5055SPG	☐	☐	Special Services Office	5,471	
High School (PHS)	701 Mill Road	MP4055SPG	☐	☐	Transportation Trailer	4,551	
Leeds Avenue School	100 West Leeds Ave.	IM8000	☒	☐	Main Office	8,466	
Leeds Avenue School	100 West Leeds Ave.	MP4055SPG	☐	☐	3rd Floor Copy Room	19,930	
Leeds Avenue School	16 West Leeds Ave.	MP4055SPG	☐	☐	Central Reg	5,314	
Leeds Avenue School	100 West Leeds Ave.	MP4055SPG	☐	☐	CST Room 108	5,623	
Leeds Avenue School	100 West Leeds Ave.	IM8000	☒	☐	Teachers Lounge	17,892	
Middle School (MSP)	801 Mill Road	MP6055SPG	☒	☐	Assistant Principal (A205)	5,302	
Middle School (MSP)	801 Mill Road	IM C4500G	☒	☐	Early Childhood A212	5,546	2,452
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	Guidance (C205)	2,897	
Middle School (MSP)	801 Mill Road	IM8000	☒	☒	Board Office Hallway	22,298	
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	Board Office HR	3,820	
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	CARE (A312)	1,324	
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	CST (C323)	3,508	
Middle School (MSP)	801 Mill Road	IM C3500G	☐	☐	C&I	3,272	1,955
Middle School (MSP)	801 Mill Road	MP5055SPG	☒	☐	2nd Floor Teachers Lounge	10,252	
Middle School (MSP)	801 Mill Road	IM8000	☒	☐	3rd Floor Teachers Lounge	13,478	
Middle School (MSP)	801 Mill Road	IM8000	☒	☐	Library	15,493	
Middle School (MSP)	801 Mill Road	IM8000	☒	☒	Main Office	10,833	
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	Technology Office	312	
Middle School (MSP)	801 Mill Road	MP4055SPG	☐	☐	Special Services Office	4,644	
Middle School (MSP)	801 Mill Road	IM C3500G	☐	☐	Superintendent	1,272	1,703
North Main Street School	215 North Main Street	MP4055SPG	☐	☐	CST	4,234	

PLEASANTVILLE SCHOOL DISTRICT MFP'S

School	Address	Ricoh Model	Ext. Finisher	Hole Punch	Location in Building	AMV	Color AMV
North Main Street School	215 North Main Street	MP6055SPG	☒	☐	Teachers Lounge	8,255	
North Main Street School	215 North Main Street	MP4055SPG	☒	☐	Library	18,414	
North Main Street School	215 North Main Street	MP6055SPG	☒	☐	Main Office	5,154	
South Main Street School	701 South Main Street	MP4055SPG	☒	☐	Teachers Lounge	10,837	
South Main Street School	701 South Main Street	IM8000	☒	☐	Library	31,921	
South Main Street School	701 South Main Street	MP6055SPG	☒	☐	Main Office	10,914	
South Main Street School	701 South Main Street	MP4055SPG	☐	☐	CST Room 104	2,188	
Washington Avenue School	225 W. Washington Ave.	MP4055SPG	☒	☐	Speech Room 205	10,316	
Washington Avenue School	225 W. Washington Ave.	MP4055SPG	☒	☐	Conference Room	8,268	
Washington Avenue School	225 W. Washington Ave.	MP5055SPG	☒	☐	Teachers Lounge	7,144	
Washington Avenue School	225 W. Washington Ave.	MP6055SPG	☒	☐	Library	19,318	
Washington Avenue School	225 W. Washington Ave.	MP6055SPG	☒	☐	Main Office	6,946	

PLEASANTVILLE BOARD OF EDUCATION
801 MILL RD, 3 RD FL
PLEASANTVILLE, NJ 08232

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL/QUOTE

COPIER LEASE

- ☐ Affirmative Action Questionnaire
- ☐ Iran Investment Disclosure Form
- ☐ Non-Collusion Affidavit
- ☐ Stockholders Disclosure Statement
- ☐ Vendor Questionnaire/Certification
- ☐ Chapter 271 Political Contribution Disclosure Form
- ☐ Consent of Surety/when required
- ☐ Business Registration Certificate
- ☐ W-9 Request for Taxpayer Identification
- ☐ Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- ☐ Certification Regarding Debarment, Suspension, Ineligibility
- ☐ Documentation showing cooperative agreement, state or otherwise

Pleasantville Board of Education
801 Mill Rd, 3 rd fl
Pleasantville NJ 08232

COPIER LEASE

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "**NO**" to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.** IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category.

DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippines Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW**

JERSEY(FEE IS NON-REFUNDABLE) TO: NJ Department of the Treasury

Division of Purchase & Property
Contract Compliance and Audit Unit
EEO Monitoring Program
P.O. Box 206

Trenton, New Jersey 08625-0206
Telephone No. (609) 292-5473 Fax No. (609) 292-1102

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: <http://www.state.nj.us/treasury/contract-compliance/pdlaaa302ms.pdf>

SECTION A - COMPANY IDENTIFICATION

1. FID NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		
CITY COUNTY STATE ZIP CODE		

Official Use Only	DATE RECEIVED	ISSUED DATE	ASSIGNED CERTIFICATION NUMBER
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SECTION B - EMPLOYMENT DATA

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

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

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?
☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)

14. IS THIS THE FIRST Employer Information Report Submitted?

15. IF NO, DATE LAST REPORT SUBMITTED

13. DATES OF PAYROLL PERIOD USED
From: To:

1. YES ☐ 2. NO ☐

MO. DAY YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

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

PLEASANTVILLE BOARD OF EDUCATION

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____ **COPIER LEASE** _____
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
 Relationship to Vendor/ Bidder _____
 Description of Activities _____

Duration of Engagement _____
 Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

Version REV. 2.1 2021

This form is to be completed, certified and submitted prior to the award of contract

Pleasantville Board of Education
801 Mill Rd. 3 rd Fl
Pleasantville NJ 08232

COPIER LEASE

NON-COLLUSION AFFIDAVIT

Re: Proposal for the Pleasantville Board of Education. TITLE _____

STATE OF _____)

Date: _____

:ss:

COUNTY OF _____)

I, _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of
Position in Company

the firm of _____ and the
bidder making the Proposal for the above names contract, and that I executed the said Proposal with
full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in
any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken
any action in restraint of free, competitive bidding in connection with the above named bid, and that all
statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the Board of Education of the City of Pleasantville relies upon the truth of the
statements contained in said Proposal and in the statements contained in this affidavit in awarding the
contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or
secure such contract upon an agreement or understanding for a commission, percentage, brokerage or
contingent fee, except bona fide employees of bona fide established commercial or selling agencies
maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____,
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____ - Seal
Month Day Year

Pleasantville Board of Education
801 Mill Rd, 3rd Fl
Pleasantville NJ 08232

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Re: Pleasantville Board of Education.

COPIER LEASE

Date: _____

Please check one type of Ownership, complete the form, and execute where provided.

☐	<u>Corporation--</u>	☐	<u>Limited Partnership--</u>
☐	<u>Partnership--</u>	☐	<u>Limited Liability Corp.--</u>
☐	<u>Sole Proprietorship--</u>	☐	<u>Limited Liability Partnership--</u>
☐	<u>Sub Chapter S Corp.--</u>	☐	<u>Other-_____</u>

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature

Date

(Form continued on next page) →→→→

**STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP
(cont.)**

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company_____

Address_____

City, State, Zip_____

Authorized Agent_____ Title _____

Pleasantville Board of Education
801 Mill Rd, 3 rd. Floor
Pleasantville NJ 08232

Vendor Questionnaire/Certification

Copier Lease _____
Name of Company _____
Street Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Ext. _____
Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
FEIN No. _____
Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Pleasantville Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Pleasantville Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Pleasantville Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

SIGNATURE

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
of the public entity awarding the contract
of that county in which that public entity is located
of another public entity within that county

or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-l et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized

under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

To be completed, signed below & returned with proposal.

**Pleasantville Board of Education
Business Office**

Copier Lease

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Atlantic

State: Governor, and Legislative Leadership Committees

Legislative District #: 1, 2 & 9

State Senator and two members of the General Assembly per district.

County:

Freeholders
Surrogate

County Clerk
Registrar of Deeds

Sheriff
Commissioner

Municipalities (Mayor and members of governing body, regardless of title):

Absecon City
Atlantic City
Brigantine City
Buena Vista Township
Corbin City
Egg Harbor City
Egg Harbor Township

Estell Manor City
Folsom Borough
Galloway Township
Hammonton Town
Linwood City
Longport Borough
Margate City

Mullica Township
Northfield City
Pleasantville City
Somers Point City
Ventnor City
Weymouth Township

Boards of Education (Members of the Board):

Absecon City
Atlantic City
Buena Regional
Egg Harbor City
Egg Harbor Township
Estell Manor City

Folsom Borough
Galloway Township
Greater Egg Harbor Regional
Hamilton Township
Hammonton Town
Longport

Mainland Regional
Mullica Township
Northfield City
Pleasantville City
Somers Point City
Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1
Buena Borough Fire District No. 2
Buena Vista Township Fire District No. 1
Buena Vista Township Fire District No. 2
Buena Vista Township Fire District No. 3
Buena Vista Township Fire District No. 4
Buena Vista Township Fire District No. 5

Pleasantville Board of Education

801 Mill Rd, 3 rd. Fl.
Pleasantville NJ 08232

To Vendors:

Effective September 1, 2004, all vendors that do business with Pleasantville School District are required to be registered with the State.

A Business Registration Certificate Number with the New Jersey Department of Treasury for your company is missing from our files. To be in compliance with P.L. 2004, c57 of N.J.S.A. 52:32-44 we are required to have this number on file. This law applies to all vendors, in state and out of state. Please remit to our office a copy of your Business Registration Certificate. Also, please include a copy of your W-9. Please send it to the attention of Purchasing Department.

The Business Registration Certificate can be obtained **free of charge** by contacting the below referenced number and website:

Division of Revenue
Business Registration Certificate
609-292-1730

<http://www.nj.gov/treasury/revenue/gettingregistered.shtml>

The staff at the Division of Revenue office should be able to answer any questions you may have regarding this requirement.

Pleasantville Board of Education

801 Mill Rd, 3 rd Fl.
Pleasantville NJ 08232

Consent of Surety

☐ REQUIRED

☒ NOT REQUIRED

A performance bond will be required from the successful bidder. In accordance with N.J.S.A. 18A:18A-25, the Pleasantville Board of Education requires a certificate from a surety company stating it will provide the contractor/vendor with a performance bond in such sum that is required in the bid specifications and/or for the full faithful performance of all the bid specifications and contract provisions.

In lieu of an actual certificate, the Pleasantville Board of Education will accept this form duly executed by an authorized agent or representative of a Surety Company.

To: The Pleasantville Board of Education

Re: _____
Name of Contractor/Vendor

RFP/BID# _____ Date: _____

This is to certify that the _____
Name of Surety Company

will provide to _____
Name and Address of Contractor/Vendor

a performance bond in such sum that is required in the bid specifications and/or for the full faithful performance of all the bid specifications and contract provisions, in the event that said contractor/vendor is awarded a contract for the above project.

Signature of Authorized Agent of Surety Company

ATTEST: _____
Print Name of Authorized Agent

Date

Name of Surety Company

Address

City, State, Zip Code

Telephone

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

PLEASANTVILLE BOARD OF EDUCATION
PLEASANTVILLE, NEW JERSEY 08232
N.J.S.A. 18A:18A-49.5

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here:

<https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- A. ☐ That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

- B. ☐ That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

- C. ☐ That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If

Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

**PLEASANTVILLE BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
(Page 1)**

BID SOLICITATION/PROPOSAL TITLE

Copier Lease

VENDOR/BIDDER NAME _____

PART 1 COMPLETE BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

Or

- ☐ I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below sign and complete the Certification below.

PART 2 ADDITIONAL INFORMATION

Please Provide Further Information Related to Investment Activities in Iran.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

**PLEASANTVILLE BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
(Page 2)**

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the **Pleasantville Board of Education** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Pleasantville Board of Education** to notify the **Pleasantville Board of Education** in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Pleasantville Board of Education** and that the **Pleasantville Board of Education** at its option may declare any contract(s) resulting from this certification void and unenforceable.

The Disclosure of Investment Activities in Iran Form is to be completed, certified, and submitted prior to the award of the contract.

Name of Vendor, Bidder, or Proposer _____
Print Full Name

Authorized Agent _____ Title _____

Signature _____ Date _____