

**ADVERTISEMENT OF PUBLIC NOTICE**

**Thursday March 21, 2019**

**REQUEST FOR PROPOSALS FOR ESCO SERVICES**

Notice is hereby given that **The Board of Education of the Township of Montclair in the County of Essex, New Jersey** (the "Board") is seeking Proposals from qualified Energy Services Companies for the planning, development and implementation of an Energy Savings Plan through an Energy Savings Improvement Program pursuant to the Energy Savings Improvement Program Law, N.J.S.A. 18A:18A-4.6 (P.L. 2009, c. 4, effective March 23, 2009 as amended by P.L. 2012, c. 55, effective September 19, 2012) and N.J.S.A. 18A:18A-4.1 et seq.

All comments and questions concerning this Request for Proposals ("RFP") and the corresponding procedures and requirements must be addressed in writing, via facsimile or mail, to the following:

**Emidio D'Andrea  
School Business Administrator/Board Secretary  
Montclair Township Board of Education  
RFP for ESCO Services  
22 Valley Road  
Montclair, New Jersey 07042  
Fax: 973-509-4065  
Edandrea@montclair.k12.nj.us**

The Board has participated in the New Jersey Board of Public Utilities' Local Government Energy Audit Program and has received its completed energy audit report. A hard copy of this completed, independent energy audit report, a history of the most recent utility bills for all utilities serving each Board facility within the scope of this RFP (electric, natural gas, water, sewer etc.) and one complete set of RFP documents may be obtained by interested parties at no cost from the above address. Upon request, electronic copies of both the energy audit report and RFP documents may also be obtained via electronic mail.

A Pre-Proposal Conference will be held on **Thursday April 4, 2019 at 9:00 AM** at the Board address above. A facility inspection visit will occur immediately following the Pre-Proposal Conference at 10:00 AM until 4:00 PM and on Friday, April 5, 2019 from 10:00 AM to 4:00 PM. Follow-up facility inspections may be scheduled at times that are mutually convenient to Proposers and Board representatives.

Sealed Proposals will be received by **Friday May 10, 2019 at 10:00 AM** Eastern Standard Time by the School Business Administrator at the address above. The Board reserves the right to reject Proposals that are not received at the time and in the manner designated by this RFP. Any and all Proposals may be rejected if deemed by the Board to be in its best interests.

Proposers shall conform to the applicable requirements of the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.* and all other applicable laws and regulations. Proposers are required to comply with the affirmative action requirements set forth in N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127) and N.J.A.C. 17:27-1.1 et seq.

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.

Proposers must be pre-qualified by the New Jersey Department of Treasury, Division of Property Management and Construction in the following category pursuant to N.J.S.A. 18A:18A-27 *et seq.*: (C036) Energy Services/ESCO.

**BY ORDER OF THE  
THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF MONTCLAIR IN THE COUNTY OF  
ESSEX, NEW JERSEY**

DATED: March 21, 2019

Emidio D'Andrea  
Business Administrator/Board Secretary

**REQUEST FOR PROPOSALS**

**TO**

**SELECT AN ENERGY SERVICES COMPANY TO DEVELOP AND IMPLEMENT AN**

**ENERGY SAVINGS PLAN THROUGH AN**

**ENERGY SAVINGS IMPROVEMENT PROGRAM**

**FOR**

**THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR**

**IN THE COUNTY OF ESSEX, NEW JERSEY**

**Proposals Due: Friday, May 10, 2019 by 10:00 AM**

**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**[Edandrea@montclair.k12.nj.us](mailto:Edandrea@montclair.k12.nj.us)**

**THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE  
COUNTY OF ESSEX, NEW JERSEY**

**OPENING STATEMENT**

**THURSDAY, March 21, 2019**

**Request for Proposals  
To Select an Energy Services Company to Develop and Implement an Energy Savings Plan Through  
an Energy Savings Improvement Program**

Dear Interested and Qualified Energy Services Companies:

**The Board of Education of the Township of Montclair in the County of Essex, New Jersey** ("Board") is requesting proposals pursuant to the Energy Savings Improvement Program Law ("ESIP Law"), N.J.S.A. 18A:18A-4.6 (P.L. 2009, c. 4, effective March 23, 2009 as amended by P.L. 2012, c. 55, effective September 19, 2012), from interested and prequalified Energy Services Companies ("ESCOs" or "Proposers") to develop a preliminary Energy Savings Plan ("ESP") that can be implemented through a customized Energy Savings Improvement Program ("ESIP") for the facilities identified within this Request for Proposals ("RFP"). The Board expects that the awarded ESCO will propose financing arrangements to fund energy conservation improvements through contracts in which the costs of the improvements are supported by the savings produced by the improvements. The Board plans to select the most qualified ESCO for the purpose of obtaining prudently the maximum amount of energy savings and energy improvements permitted by law.

As the first step towards initiating our Energy Savings Improvement Program, the Board has participated in the New Jersey Board of Public Utilities' Local Government Energy Audit Program. The **completed energy audit** is available online at <https://www.montclair.k12.nj.us>.

This audit, in addition to the site inspections, and the ESCO's analysis of historical utility billings to all specified Board facilities, will serve as the foundation on which interested ESCOs will base their preliminary ESP proposals in response to this RFP. See **Section V** of this RFP for further detail.

The Board will select an ESCO partner through the competitive contracting process (which will include price and other considerations as set forth in the *Proposal Evaluation Criteria, Section III*) to develop a comprehensive ESP and, as appropriate, implement the ESP through an ESIP in accordance with the ESIP Law. **In order to be considered eligible to propose in response to this RFP, the ESCO must be prequalified by the New Jersey Department of Treasury, Division of Property Management and Construction as an Energy Services Company; Class C036.** ESCO proposals for a preliminary ESP and its implementation shall be in accordance with this RFP and fully comply with the:

- Public Schools Contract Law, N.J.S.A. 18A:18A-1 *et seq.*
- Energy Savings Improvement Program Law, N.J.S.A. 18A:18A-4.6 (P.L. 2009, c. 4, effective March 23, 2009 as amended by P.L. 2012, c. 55, effective September 19, 2012)
- Local Finance Notices 2009-11 and 2011-17 on Implementing an Energy Savings Improvement Plan, as issued by the Local Finance Board in the Department of Community Affairs, Division of Local Government Services.

- Board of Public Utilities Regulations, Orders, Directives Guidelines and Protocols
- Board of Public Utilities will receive at a minimum, a CD copy of each phase of the proposal and contract process.

As a result of this RFP process, the selected ESCO will act as General Contractor (“GC”) for this program and will implement all mutually agreed upon Energy Conservation Measures (“ECMs”) comprising the Board’s Energy Savings Plan through an Energy Savings Improvement Program, in accordance with all public procurement policies applicable to the Board. Acting as GC, the selected Proposer will (i) develop and finalize the Energy Savings Plan that is customized to specifically address the needs and requirements of the Board, (ii) design and prepare all construction plan documents and bid specifications for project implementation, (iii) arrange for all necessary program financing, (iv) identify and apply for all energy-related grant/rebate/incentive programs available to the Board, and (v) contract with and supervise all subcontractors retained through a competitive bidding process, including contracting for the installation of all mutually agreeable scopes of work. The awarded ESCO will be responsible for providing all project and construction management services over all selected subcontractors during the construction phase of the project.

Electronic copies of the RFP can be emailed upon request. A history of the most recent utility bills for all utilities serving each Board facility specified in the RFP (electric, natural gas, water, sewer etc.), and the third party energy audit are available online at <https://www.mtps.org>.

A pre-proposal conference for interested, certified ESCOs will be held at **9:00 AM on Thursday April 4, 2019** at the Board’s Office located at 22 Valley Road, Montclair, New Jersey 07042. Attendance at the pre-proposal conference is important as the Board’s views regarding its program expectations, process, and coordination of site visit inspections will be discussed. Attendance also ensures that all future communications relating to the RFP, including the issuance of any necessary RFP addenda, can occur efficiently between the Board and proposing ESCOs.

A facility tour of the schools will occur at the conclusion of the pre-proposal conference at **10:00 AM Thursday, April 4, 2019 until 4:00 PM and on Friday April 5, 2019 from 10:00 AM until 4:00 PM.**

Attention is called to **Section I and IV** of the RFP governing requests for information and clarifications.

The deadline for proposals is **10:00 AM on Friday, May 10, 2019**. Proposals received after that time will not be accepted. Proposals may be **mailed, hand delivered, or received via courier.**

Thank you for your interest.

Sincerely,

**Emidio D’Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**Edandrea@montclair.k12.nj.us**

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**Energy Savings Improvement Program (ESIP)**  
**Request for Proposal:**  
**General Guidelines and Instructions for Proposing ESCOs**

Proposing ESCO fees must include all costs and fees, over and above the cost of the subcontractor trades that are required to fully and completely develop and implement an Energy Savings Plan. The ESCO will procure all subcontract trades in accordance with the applicable New Jersey Public Schools Contract Laws and Public Works Contractor requirements.

All ESIP work that meets the traditional definition of “public work” contracting, as set forth in N.J.S.A. 34:11-56.26, is subject to prevailing wages and public bidding. This includes the usual requirements that are part of a public works contract, such as bid specifications, listing of required subcontractors, surety bonding, public works contractor registration, and award to the lowest responsible proposers, other factors considered. The routine public works construction contracting procedures of the local unit will be followed, including requirements regarding public bidding, bid security, performance guarantees, insurance, and other requirements applicable to public works projects.

All calculations of project energy savings and greenhouse gas emissions reductions shall be made in accordance with protocols developed and adopted by the New Jersey Board of Public Utilities. Energy savings calculations shall include all available State and Federal rebates, incentives and tax credits.

For informational purposes only, the Board requests that responding ESCOs include an energy savings guarantee option in their proposals. The guarantee should be provided in the manner set forth on **FORM V** of the provided proposal forms.

Responding ESCOs must comply in all respects with the “ESIP Guidelines”, as prepared by the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Board.

The public bids associated with this project should only include scopes of work that meet the traditional definition of “public work”; all other costs must be included with the ESCO fee. The ESCO fee must be a not-to-exceed fee for the project that is predicated on the scope of work associated with the preliminary Energy Savings Plan proposed in response to this RFP.

The ESIP Agreement contemplated by this RFP will require the awarded ESCO to perform the following tasks:

- Develop and implement an Energy Savings Plan for the Board that will produce sufficient energy savings to self-fund, throughout the duration of a 15 year or if applicable 20 year Energy Savings Improvement Program, the Energy Conservation Measures installed at the Board’s facilities identified within this RFP;
- Serve as the General Contractor for the project, and be subject to all laws and requirements applicable to the Board, including the public bidding and public work contracting laws of the State of New Jersey. The ESCO shall be responsible for employing duly prequalified subcontractors and perform the duties generally associated with a General Contractor, including project management, preparation and oversight of project schedules, supervision of subcontractors and installation work, responsibility to assure proper performance and quality of the work, payment of subcontractors and suppliers, project completion, and commissioning of Energy Conservation Measures;
- Coordinate with the Board’s Architect of Record as required;
- Apply for and allocate all applicable energy-related financial incentives, rebates and grants made available by the State and Federal governments;
- Submit progress payment authorizations based on an agreed schedule of values to the Board’s third party lender;



- Facilitate energy savings reviews by the Board’s third party measurement and verification agent;
- Prepare documentation necessary to periodically report to the BPU regarding the implementation of the ESP
- Perform other tasks reasonably deemed to be necessary and appropriate by the parties.

The ESCO fee proposal shall include all products and services necessary to fully develop and implement the ESIP, including

- **All Engineering:** Verification of findings identified within the Board’s third-party energy audit, solution development, engineering, environmental evaluation and permitting, creation of bid specification and design drawings, obtain Department of Community Affairs, Department of Education and local building official approvals of plans and specifications, and rebate calculation and application.
- **All Estimating and Procurement:** All pre-bid cost estimating and scoping of bid packages and work categories. Upon completion of plans and specifications for work scope, the selected ESCO shall assemble bidding documents into appropriate bidding packages. This would include, but not be limited to, creation of bid specifications, listing of required subcontractors, Department of Property Management and Construction prequalification, prevailing wage inclusion, surety bonding, public works contractor registration, and Equal Employment Opportunity Compliance. Conducting pre-bid meetings and site walk-downs with interested proposers, response to proposers’ questions and issuance of clarifications and addenda, and award to the lowest responsible proposer. The Board must give final approval on trades and subcontractor contracts awards.
- **All Program Development:** All pertinent costs and fees associated with the general development of the ESIP program.
- **All General Conditions and General Requirements:** The General Conditions will include all costs necessary to implement the program. These would encompass the items of work that do not become part of the permanent construction, including on-site management (direct personnel expense for project management, job superintendent, etc), trailer costs, equipment for administering of the work, and utilities such as electric and gas. General Requirements should be deemed to include temporary facilities and controls such as fencing, barricades, weather protection, temporary heat during construction, power for construction including the utility usage, dumpsters, portable toilets, surveying, and testing.
- **Professional Services Reimbursement:** The Board had retained an Architect of Record. It is the intention of the Board to contract with its own design professional. Therefore, costs related to such professionals must be considered within the overall cost of the ESIP. This includes Parette Somjen Architects LLC which has been retained as the “Architect” for the ESIP program projects and will also be undertaking various engineering tasks along with its consulting engineers, as needed, to produce the drawings and specifications. In addition, the Architect will prepare all of the Long Range Facility Plan, Project and New Jersey Department of Education submissions and the general conditions of the bidding documents that will be given to the ESCO. The Architect will assist the ESCO, on behalf of the Board, as a third party observer to determine that the installation of the ECM’s meets the Board’s design intent. The ESCO should include in its cost savings analysis the necessary professional fees to be paid by the Board directly to these professionals (which includes Architectural/Engineering fees and reimbursable expenses) for services rendered in connection with the RFP and the professional services described above
- **All Insurance and Bonds.**
- **All Overhead, Profit and Risk costs.**
- **Any other cost or fee required to fully and completely implement the ESP under the ESIP, to the extent permitted by law.**

Note: ESCO proposed costs can **NOT** include the cost of maintenance services contracts, the optional energy savings guarantee, or third party verification of energy conservation measures and savings. Energy savings can **NOT** be used to procure any post-construction maintenance services programs for public institutions, such as mechanical or control systems maintenance services contracts. These services, if desired by the Board, will be separately procured, utilizing Board funds from existing operating or capital budgets. Should the Board desire, the selected ESCO can assist the Board in the development of post-construction maintenance services programs. Once the Board and ESCO have defined such programs to accommodate the Board's requirements, these programs can then be publicly procured by the ESCO in accordance with all public procurement laws and policies required as part of this RFP. **An ESCO's ability to provide maintenance services programs utilizing in-house personnel will not be a factor in the selection of an ESCO for this project. Maintenance services programs and contracts are subject to the Board's public procurement laws and are not within the ESIP Law and Local Finance Notice 2009-11 on Implementing an Energy Savings Improvement Program.**

It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals. Proposers shall submit responses that are complete, thorough and accurate. Sales brochures and other similar material should not be included in a Proposer's response. The response shall be descriptive and will contain sections in the same order as provided in **Section V** entitled "**Proposal Format and Contents**". Proposers are instructed to clearly identify any requirement of this RFP that the Proposer cannot satisfy. A Proposer's failure to comply with all provisions of this RFP may disqualify the Proposer's response.

This RFP process is designed to prevent biased evaluations and to preserve the competitiveness and integrity of contract awards. All evaluations will use a consistent methodology and set of metrics to score ESCOs. Proposers are to direct all communications regarding this proposal to the designated individual and are not to contact Board officials or employees directly unless specifically directed by an authorized individual. Attempts to circumvent this requirement will be viewed negatively and may result in rejection of the offer of any firm found to be noncompliant.

# I. INTRODUCTION AND GENERAL INSTRUCTIONS

## A. *General Overview*

It is the Board's intent, through this Request for Proposals ("RFP") to solicit proposals to obtain the comprehensive services of a qualified Energy Services Company ("ESCO" or "Proposer") to assist **The Board of Education of the Township of Montclair in the County of Essex, New Jersey** ("Board") to develop and finance the implementation of an Energy Savings Plan ("ESP") through an Energy Savings Improvement Program ("ESIP"). Both the ESP and ESIP will be designed to conserve energy and improve energy efficiency within the specified Board facilities delineated herein through the implementation of energy conservation, capital improvements and other measures ("Energy Conservation Measures" or "ECMs") whose costs will be paid by the verified energy cost savings that result from implementation of the ECMs.

It is also the Board's intent, subject to independent third party verification of the ESP, and the Board's review and approval thereof, to authorize the ESCO to implement the ESP through an Energy Savings Improvement Program ("ESIP"), in accordance with the requirements of the Energy Savings Improvement Programs Law, N.J.S.A. 18A:18A-4.6 (P.L. 2009, c. 4, effective March 23, 2009 as amended by P.L. 2012, c. 55, effective September 19, 2012 ("ESIP Law"), and N.J.S.A. 18A:18A-4.1 et seq. This will include, but not be limited to, expanding upon the existing independent energy audit, designing the ECMs and improvements, preparing the bid documents for public bidding, helping to solicit bids from subcontractors, arranging for or assisting with financing, managing the construction, overseeing commissioning and systems start-up, assisting in energy grant/rebate/incentive program review and applications, maintaining the improvements (if desired by Board, subject to the ESIP Law and this RFP's Guidelines and Instructions) and providing training for Board staff.

The Board has conducted an independent energy audit in accordance with DCA Local Finance Board ESIP Guidelines and has received a completed energy audit report from an approved independent third party auditor. The complete energy audit report will be provided to all proposing ESCOs. This audit is to be used by Proposers as a guide to evaluate the preliminary energy usages and costs associated with the identified Board facilities, and to assist Proposers in the identification of potential ECMs that, if implemented under an ESIP, will reduce the energy usage of those facilities. For utility cost and usage analysis purposes, a history of the most recent utility bills for each utility serving the Board facilities identified in this RFP (electric, natural gas, water and sewer) will also be provided by the Board to proposing ESCOs. ESCOs will use this utility information to conduct their own utility cost and usage analysis, establishing the ESCO's own baselines from which their proposed, preliminary ESP savings will be based. The independent energy audit report, the utility histories, and site inspection(s) conducted by interested ESCOs, will serve as the foundation for the ESCOs to develop preliminary ESP proposals in response to this RFP.

Upon award, the selected ESCO will be expected to further analyze the independent energy audit while conducting its own Investment Grade Energy Audit (IGEA) of all identified Board facilities. In combination with the independent energy audit, the IGEA will provide the foundation for a final, customized ESP that is responsive to the Board's unique requirements and will achieve maximum energy savings. The IGEA will fully assess and establish accurate and reliable baselines for the Board's current energy usages and associated costs for each of the identified facilities. The IGEA will also identify, analyze, evaluate and recommend feasible ECMs and renewable energy systems including, but not limited to solar, wind, cogeneration and geothermal energy systems, develop specifications for the purchase/procurement and financing of capital improvements, identify and prepare

applications for all available energy grants, incentives and rebates, and arrange for all construction permits and implementation approvals; all with the ultimate goal to reduce the Board's energy costs through improved energy efficiency and conservation.

The services encompassed by this RFP shall be performed in two phases in accordance with the ESIP Law. In Phase I, the selected ESCO shall develop an ESP to be reviewed and approved by the Board. The ESP shall, among other things, (i) include the results of the independent energy audit, (ii) describe the ECMs that will comprise the program, (iii) estimate greenhouse gas reductions, (iv) identify design and compliance issues that require the services of an architect or engineer and the person(s) who will provide these services, (v) assess the risks involved in the successful implementation of the program, (vi) identify eligibility for the PJM Independent System Operator demand response and curtailable service programs, and (vii) include calculations of all costs of implementing the proposed ECMs and projected energy savings.

Subsequent to the approval and official adoption of the ESP, the Board, in its sole discretion, may authorize the ESCO to proceed to Phase II, the Energy Savings Improvement Program (ESIP) that will implement the ESP. The Board is under no obligation to proceed past the receipt and review of the ESP. However, should the Board decide not to proceed to Phase II, the Board shall compensate the ESCO for the development of the ESP as set forth in the successful Proposal and the awarded, executed contract. These costs shall be negotiated with the ESCO prior to the development of the ESP and clearly stated on **FORM V, Investment Grade Energy Audit.**

**All Proposers must be prequalified by the Department of Treasury, Division of Property Management and Construction Class Code C036** to be eligible to participate in this RFP process.

The proposal for an ESP and ESIP Agreement must comply with the terms and conditions of this RFP and with:

- The Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.*;
- The Energy Savings Improvement Program Law, N.J.S.A. 18A:18A-4.6 (P.L. 2009, c. 4, effective March 23, 2009 as amended by P.L. 2012, c. 55, effective September 19, 2012) and N.J.S.A. 18A:18A-4.1 *et seq.*;
- Local Finance Notices 2009-11 and 2011-17 on Implementing an Energy Savings Improvement Plan issued by the Local Finance Board in the New Jersey Department of Community Affairs, Division of Local Government Services;
- Board of Public Utilities Office of Clean Energy Requirements, Guidelines, Orders and Protocols.
- Board of Public Utilities will receive at a minimum, a CD copy of each phase of the proposal and contract process

Electronic copies of the Board's independent energy audit, this RFP, and the available utility billing history to the buildings within the scope of this RFP may be accessed at the following website:  
<https://www.montclair.k12.nj.us>.

## **B. Purpose of RFP**

This RFP requests the services of an ESCO, duly certified by the New Jersey Department of Treasury, Division of Property Management and Construction, to develop a comprehensive, customized Energy Savings Plan that can be implemented through a performance-based Energy Savings Improvement Program. The Board requests that interested ESCOs provide the necessary information regarding their experience in

the energy conservation industry and expertise in the development and implementation of successful performance-based energy efficiency programs, including project development, design, engineering and financing, construction management and training required to implement and support a viable energy conservation program for a 15 year or if applicable 20 year term, which shall commence upon completion of construction.

### **C. Statement of Intent**

This proposal is intended to provide the Board with the ability to maximize energy and operational savings within the facilities specifically identified in **Section II**. The information received in response to this solicitation will provide the basis for the Board to select a qualified ESCO partner that will assist the Board in this effort.

### **D. Type of Contract**

The contract entered into as a result of the RFP will be a performance-based energy efficiency contract. The award shall be made on the basis of price and other factors to the most responsive and responsible ESCO that satisfies the criteria established by the Board within this RFP. *Please see Section III for additional information regarding RFP proposal evaluation criteria.* The Board reserves the right to reject any and all proposals in accordance to applicable law. Proposers are responsible to assume all proposal-related costs and will not be compensated or reimbursed by the Board for these costs.

### **E. Performance Contracting Defined**

For purposes of this RFP, “performance-based energy services contract” means a contract for energy efficiency services and equipment in which the payment obligation to a third party lender is supported solely by savings attributable to the installation of Energy Conservation Measures at the Board facilities that are the subject of this RFP for the term of the contract. At its election, the Board may also choose to separately purchase an energy savings guarantee that would obligate the ESCO, throughout the duration of the contract term, to reimburse the Board for any shortfall margins that may occur between actual energy savings and project payment costs.

The State of New Jersey supports the use of performance-based energy services contracts as a funding mechanism to enable school districts to avail themselves of the benefits of energy efficiency and conservation on a self-funded basis, thereby avoiding the necessity of significant up-front capital expenditures and the necessity of voter referendum associated with debt service aid programs.

### **F. Response to RFP**

ESCOs must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall provide all information requested in the RFP. Proposers may submit supplemental information that they deem useful to the Board in evaluating the proposal and may provide alternative energy solutions that supplement the energy audit and are consistent with the requirements of the ESIP Law. Proposers are encouraged to be clear, factual and concise in the presentation of information. Proposers are cautioned, however, that the response must meet the minimum requirements of this RFP. Failure to comply with the requirements of this RFP will disqualify the Proposer’s response from consideration.

## **G. Issuing Office and Deadline for Responses**

This RFP is issued by and for the Board, which will coordinate all phases of the project. The Board will also provide all information and data as requested by qualified Proposers, including utility data for each specified facility and facility operational information. The Board will provide the names of all designated contact persons and advisors, and other program information as required. The Board's designated Project Director for this RFP ("Project Director") is:

**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**Edandrea@montclair.k12.nj.us**

Responses to the RFP must be submitted the Project Director no later than **10:00 AM on Friday, May 10, 2019**. Proposals must be clearly marked "**RFP Response: Energy Saving Improvement Program for Board.**" Proposals should clearly identify a contact person from the proposing firm, and the name and office address of the person who prepared the proposal. All proposals must be signed by a person authorized to bind the entity submitting the proposal. The Proposal will be deemed valid for a sixty (60) day period from the date of submission.

Please submit **one original, five (5) bound paper copies, and one (1) electronic copy on Compact Disc ("CD")** of your proposal in the proposal format provided within this RFP. Responses may be mailed, hand-delivered or sent via courier to the Board's representative:

**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**

The Board shall not be responsible for submissions that are not properly mailed or misdirected. Responses received by the Board after the specified date and time will not be considered.

## **H. Questions or Requests for Information**

1. Proposers shall direct all questions or requests for information or clarifications in writing, by electronic mail or facsimile, to

**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**Edandrea@montclair.k12.nj.us**

as representative for the Board. All questions and/or requests for information must contain contact information for the primary person to whom the response can be directed.

2. All questions and/or requests for information should be submitted in writing and reference the section or addendum of the RFP and page number to which they pertain. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Except for brief procedural matters, there will be no response to oral inquiries. Questions must be submitted no later than **4:00 PM on Thursday, April 18, 2019**. Potential proposers are urged to submit questions pertaining to material terms of the RFP or the proposed contractual relationship as soon as possible, so as to maximize the time available to resolve those questions before the proposal is due. The Board shall forward to each submitting ESCO all submitted requests for information received by the Board, together with the Board's responses thereto.
3. The final form of the ESIP performance contract will be subject to all statutes, rules and regulations applicable to public contracts under the laws of New Jersey. Any Proposal or proposed ESIP performance contract that conflicts with the laws of New Jersey and/or any local statute or ordinance shall be deemed null and void.

## II. BUILDINGS INCLUDED AND AREAS OF CONCERN

Responses must include suggestion/proposals for each of the school district buildings:

1. Pre-K/DLC  
49 Orange Road  
Montclair, NJ 07042
2. Bradford Elementary School  
87 Mt. Hebron Road  
Upper Montclair, NJ 07042
3. Bullock Elementary School  
55 Washington Street  
Montclair, NJ 07042
4. Buzz Aldrin Middle School  
173 Bellevue Avenue  
Upper Montclair, NJ 07042
5. Edgemont Elementary School  
20 Edgemont Road  
Montclair, NJ 07042
6. Glenfield Middle School  
25 Maple Avenue  
Montclair, NJ 07042
7. Hillside Elementary School  
54 Orange Road  
Montclair, NJ 07042
8. Montclair High School  
100 Chestnut Street  
Montclair, NJ 07042
9. Food Service (located at High school)  
100 Chestnut Street  
Montclair, NJ 07042
10. George Inness Annex (HS-9<sup>th</sup>), Athletics  
141 Park Street  
Montclair, NJ 07042
11. Nishuane K-2  
32 Cedar Avenue  
Montclair, NJ 07042
12. Northeast Elementary School  
603 Grove Street  
Upper Montclair, NJ 07042



13. Renaissance Middle School  
176 N. Fullerton Avenue  
Montclair, NJ 07042
14. Watchung Elementary School  
14 Garden Street  
Montclair, NJ 07042
15. Woodman field  
10 Essex Avenue  
Montclair, NJ 07042
16. Board of Education Offices  
22 Valley Road  
Montclair, NJ 07042

ESCOs are expected to propose preliminary Energy Savings Plans that address and resolve the specific areas of concern identified for the buildings listed above. The following are the areas of concern and capital improvements that the Board requests Proposers to consider including in the development of their preliminary ESP proposals.

#### **Key Facility Priorities**

Boilers, HVAC and electrical systems, lighting and controls

### III. THE SELECTION PROCESS

#### A. Timetable

The Board expects to undertake the selection process described below in accordance with the following schedule of critical dates:

#### ANTICIPATED SCHEDULE OF EVENTS

Each step in the selection process is described in the sections that follow.

Activity	Date
Request for Proposal Released	<b>Thursday, March 21, 2019</b>
Pre-Proposal Conference	<b>Thursday, April 4, 2019 at 9:00 AM</b>
Facilities Inspections	<b>Thursday, April 4, 2019 at 10:00 AM until 4:00 PM and Friday, April 5, 2019 from 10:00 AM to 4:00 PM</b>
Cut-off date for Proposers' questions and requests for clarifications	<b>Thursday, April 18, 2019 at 4:00 PM</b>
Board responses to all Proposer questions and requests for clarifications	<b>Friday April 26, 2019 at 4:00 PM</b>
Proposals Due	<b>Friday, May 10, 2019 at 10:00 AM</b> <i>BPU recommends that proposals become due no earlier than 20 business days <u>after</u> the pre-proposal conference date. Additional time should be afforded to ESCOs to develop proposals for larger School Districts and/or RFPs involving a significant number of facilities.</i>
Proposals reviewed and ranked	<b>Commencing Friday, May 10, 2019</b>
Oral Interviews conducted of finalist/short-listed Proposers	<b>Wednesday May 22, 2019</b>
Reviewer recommendations to Board	<b>Friday, May 31, 2019</b>
Board vote to select ESCO and award program expected	<b>June 5, 2019</b>
Investment Grade Energy Audit (IGEA) contract executed	<b>June 15, 2019</b>
IGEA conducted by ESCO	<b>June 15 through August, 2019</b>
IGEA results presented to Board	<b>September 2019</b>
ESCO ESIP Agreement executed; project implementation begins	<b>October 2019</b>

#### B. Pre-Proposal Conference and Site Visits

The Board will conduct a pre-proposal conference, followed by a walk-through inspection of the buildings that have been included within the scope of this RFP. The pre-proposal conference is important to ensure that proper communication is established between the Board and interested ESCOs, that the Board's program expectations are addressed and understood by all Proposers, that all relevant project data is delivered to appropriate personnel, and that all facility inspections are properly coordinated through designated personnel.

**The pre-proposal conference will commence on Thursday, April 4, 2019 at 9:00 AM** at the Board Offices, 22 Valley Road, Montclair, New Jersey 07042. ESCOs will have an opportunity to participate in a **walk-through inspection of the buildings following the pre-proposal conference at 10:00 AM through 4:00 PM and on Friday April 5, 2019 from 10:00 AM until 4:00 PM.** Board personnel and representatives will be present at the conference and walk-through inspections. Questions will not be answered at that time. See Section H on page 15 of this RFP concerning the procedures for questions.

If requested, the Board may arrange additional site visits with interested ESCOs at mutually convenient times prior to the date for submission of proposals. An ESCO may, at its election, participate in multiple site visits.

### ***C. Submission of Proposals***

Interested ESCOs shall submit proposals within the time and in the manner described in **Sections IV and V** of this RFP.

### ***D. Proposal Evaluation Procedure***

It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals. Proposers shall submit responses that are complete, thorough and accurate. Sales brochures and other similar materials should not be included in a Proposer's response. The response shall be descriptive and contain sections in the same order as provided in **Section V** entitled "***Proposal Format and Contents***". Proposers are instructed to clearly identify any requirement of this RFP that the Proposer cannot satisfy. A Proposer's failure to comply with all provisions of the RFP may disqualify the Proposer's response.

All proposals will be evaluated by the Board and/or its consultants or representatives in accordance with the criteria set forth in this RFP. The Board may conduct oral interviews with finalists to clarify information provided in the proposals after proposals are received and opened, but prior to completing the evaluation of the proposals. The Board will make its final selection based upon such factors as deemed by the Board to be in its best interests, in accordance with the criteria set forth in this RFP. The award shall be made to the most responsive and responsible Proposer meeting the specifications set forth in the RFP, price and other factors considered.

Examination and evaluation of the proposals will commence after the public opening of the proposals, which will occur at **10:00 AM on Friday, May 10, 2019.**

No proposal information or results will be provided via telephone. No proposal may be withdrawn for a period of sixty (60) calendar days of the public opening date. Proposals, proposed amendments to proposals, or withdrawal requests received after the time advertised for public opening of the proposals will be void regardless of when the request may have been mailed. Conditional proposals will not be accepted. Proposals may be withdrawn prior to the advertised time for public opening of proposals or any authorized postponement of the opening date. Proposals received after the proposal due date will not be considered.

The Board reserves the right to accept or reject, in whole or in part, any or all responses to the RFP in accordance with applicable law. The Board reserves the right to waive minor variances or irregularities in responses to this RFP. Any such waiver will not modify any other RFP requirements nor excuse any Proposer from full compliance with the RFP specifications and other legal requirements.

## **E. Proposal Evaluation Criteria**

Proposals will be evaluated and scored on the basis of the following criteria, which will be accorded the relative weight indicated in parentheses. The criteria are not necessarily listed in order of significance.

### **1. Company Overview and Qualifications (20%)**

Preference will be given to Proposers that demonstrate strong capabilities, experience, expertise, financial strength and stability, resources, proven track record, and favorable reputation for planning, developing and implementing successful energy conservation programs that are similar in form to the proposed project described in this RFP. The Proposer should demonstrate a record of experience with ESIP-type projects, including not less than three clients for which Proposer has successfully implemented an ESIP-type project within the last five years, in which energy savings were calculated and verified as occurring in a manner consistent with projected results. A brief summary of three additional projects may be included at Proposer's election and may be given weight in scoring. These secondary references may be from various types of projects that demonstrate the experience, expertise, resources and capabilities of the ESCO in the energy efficiency and conservation industry. Proposer shall also provide general information regarding its firm's organization, core business and background, and ability to meet its obligations for the implementation of the project and any guaranties. Proposer shall also include information on non-performance and shall list all projects that: have canceled or non-appropriated, have past or pending lawsuits or litigation with a customer, have been reimbursed for non-performance on guaranteed savings, or have past "out of court" settlements.

Proposers shall provide an organizational chart representing the Proposer's team for the project, including the relevant experience of each in the planning, development and implementation of ESIP-type Energy Savings Plans, together with other staffing information relevant to a determination regarding the qualification of each such individual to foster the development of the proposed program. Current resumes of all staff potentially involved in the program shall be provided.

Proposers shall also provide information regarding financial stability that includes, as applicable, annual reports and certified financial statements for the two most recent fiscal years.

### **2. Approach to Energy Savings Plan Development and Implementation (25%)**

Proposals will be evaluated based upon whether the technical approach demonstrates a clear understanding of the scope of work and meets the Board's energy efficiency objectives and is complete and responsive to the specific RFP requirements. The Proposal shall include the Proposer's preliminary ESP, which shall be based upon the Board's independent energy audit report, Proposer's analysis of the utility data, and the ESCO's site visit inspection(s) of the Board's facilities identified within this RFP.

Detailed information shall also be provided regarding, among other things, the Proposer's approach to ESP project planning and development, energy auditing, engineering, savings analyses and calculation methodology, project management, waste management, method of calculation of the optional energy savings guarantee, and projection and verification of energy savings. Proposer shall indicate what work will be performed by the Proposer, and what work will be subcontracted. Proposers must demonstrate their capabilities and methodologies regarding training, staff support, management and associated programs proposed for the Board, obtaining State and Federal incentives (such as Board of Public Utilities programs including Pay-for-Performance, SmartStart, etc.) with documented rebates and grants.

### **3. Ability to Implement Project (15%)**

Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal, including the arrangement of or assistance with any necessary financing, in a prompt and efficient manner with minimal disruption to the Board and assistance with obtaining any necessary approvals and developing timelines for project implementation that the Board may rely on. It is the intent of the Board for all construction work to be fully completed no later than **August 1, 2020**.

### **4. Project Comprehensibility and Energy Savings Projections (25%)**

Preference will be given to proposals that responsibly maximize the net economic benefit of the project to the Board while minimizing financial and performance risks. Proposals by Proposers shall be compared based on the overall value of the proposal to the Board in terms of projected program costs, energy savings and environmental benefits. Factors that will be considered include the duration of the ESIP, projected economic benefit to the Board, level of savings projected to be achieved in the facilities included within the scope of this RFP, level of guaranteed energy savings (in dollars), length of simple payback to the Board, and projection of the cash flows that will be generated by the program. For proposal purposes, all Proposers shall use a standardized 5% interest rate in their project financial pro forma calculations. The financial terms are to be set forth on **FORM VI: ESCO's Preliminary Energy Savings Plan: ECSO's Preliminary Annual Cash Flow Analysis Form**.

Projections should come from the Energy Savings Plan through an ESIP, as determined by the results of the independent energy audit, utilities data, and site inspections of the Board facilities identified within this RFP. The costs should include, but not be limited to the cost of all proposed ECMs, costs of construction including the costs of suppliers and subcontract trades at prevailing wages, potential break-up fees, and risks associated with the failure to implement the project.

### **5. ESCO Fees Proposal (15%)**

Preference will be given to proposals that responsibly maximize the net economic benefit of the project to the Board while minimizing financial and performance risks and keeping costs contained. The proposed fees shall be a function of all costs associated with the program that are required to fully develop and implement the Energy Savings Plan through an ESIP. The fees are to be set forth on **FORM V: ESCO's Preliminary Energy Savings Plan: ECSO's Proposed Final Project Cost Form**.

The fees should include, but not be limited to the cost of the Investment Grade Audit, Design Engineering, Construction Management, System Commissioning, Training, Overhead and Profit to implement the project. They should also include the costs related to Board acceptance of the guaranty offered by the ESCO.

The Board shall notify the awarded ESCO in writing of the Board's selection after the Board has determined, after taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Board.

## ***F. Development and Implementation of Energy Savings Plan and ESIP Agreement***

### **1. Investment Grade Energy Audit Agreement**

After the Board selects an ESCO, the ESCO shall execute an Investment Grade Energy Audit (“IGEA”) Agreement with the Board. The IGEA shall set forth the terms and conditions under which a detailed systems and financial audit of the Board’s facilities included within this RFP will be conducted. The purpose of this phase of the project is to further develop and refine the ESP scope of work and ensure that the Board has appropriate input into the fashioning of the final project prior to implementation of the ESIP. The investment grade audit shall include, but not be limited to a detailed energy analysis and feasibility study of the Board’s facilities, review and analysis of the independent energy audit, conceptual engineering design for all mutually agreed upon ECM scopes of work, solicitation of third-party project financing, establishment of project implementation schedules, arrangements for necessary permits and approvals, completion of appropriate State and Federal energy grant/rebate/incentive applications, and procurement plans for subcontractors in accordance with ESIP and public bidding requirements. The results of the IGEA will constitute the Board’s final ESP. The ESP, the core of the ESIP process, describes the ECMs that are planned and the cost calculations that support how the plan will pay for itself in energy savings.

Pursuant to the ESIP Law, N.J.S.A. 18A:18A-4.6(d)(2), an Energy Savings Plan shall:

1. Contain the results of an energy audit;
2. Describe the energy conservation measures that will comprise the program;
3. Estimate greenhouse gas reductions resulting from those energy savings;
4. Identify all design and compliance issues that require the professional services of an architect or engineer and identify who will provide these services;
5. Include an assessment of risks involved in the successful implementation of the plan;
6. Identify the eligibility for, and costs and revenues associated with the PJM Independent System Operator for demand response and curtailable service activities;
7. Include schedules showing calculations of all costs of implementing the proposed energy conservation measures and the projected energy savings;
8. Identify maintenance requirements necessary to ensure continued energy savings, and describe how they will be fulfilled; and
9. As required by law the ESCO shall provide a description of, and cost estimates for an energy savings guarantee, as an option available to the Board.

Upon the Board’s acceptance of the IGEA Agreement, the Board and the awarded ESCO will execute the IGEA Agreement and the ESCO shall conduct the IGEA. Upon completion of the IGEA, the ESCO shall present a formal IGEA report to the Board in accordance with the timetable set forth within this RFP. The report shall include proposed detailed technical and financial terms for the program and transaction. The ESCO will also prepare a proposed schedule of work and planned completion dates for the Board’s approval. If the ESCO and Board cannot in good faith agree upon a mutually acceptable scope of work and financing arrangements for the program, the IGEA Agreement may be terminated without financial obligation by the Board. However, if the Board elects to terminate the IGEA Agreement in circumstances in which the ESCO has prepared a program proposal consistent with the financial terms and anticipated scope of work set forth within the ESP, the Board shall compensate the ESCO for its program development, conceptual engineering design and permitting costs incurred through date of termination of the Agreement. The ESCO termination fee shall be provided by Proposers on **FORM VI** of this RFP and shall be included as a term in the IGEA Agreement.

## 2. ESIP Agreement

Upon Board review of the IGEA report and determination that the program is feasible and acceptable to the Board, the Board will independently contract with a qualified third party to verify that the projected energy savings to be realized from the proposed program have been appropriately calculated as required by the ESIP Law. Upon third party verification, and the Board's acceptance and adoption of the ESP as its ESIP, the Board and ESCO shall execute a final ESIP Agreement. All program development, conceptual engineering design and permitting costs incurred by the ESCO pursuant to the IGEA Agreement shall be rolled forward and incorporated into the ESIP Agreement. Upon the Board's acceptance of the ESIP Agreement, the ESIP Agreement will be signed, the final engineering design for the selected scope of work will be initiated, and the ESIP program will commence.

The Board's final selection of all ECM options will be set forth in the ESIP Agreement and will define the scope of work to be implemented under the program. The awarded ESCO shall submit a draft ESIP Agreement to the Board that includes, at minimum, those terms that are set forth in **Section VII** of the RFP. The Board and ESCO will then finalize an ESIP Agreement that will meet the Board's program goals. If the Board and the awarded ESCO fail to execute an ESIP Agreement within sixty (60) days following submission of the final IGEA report or any agreed upon extension, the Board may terminate with the IGEA Agreement with the ESCO and reimburse the ESCO for the cost of the detailed audit, if any, in accordance with the IGEA Agreement.

If the Board agrees to the terms and conditions of the awarded ESCO's proposal, the terms and conditions will be incorporated into the ESIP Agreement. Upon the Board's acceptance and execution of the ESIP Agreement, the plan will be submitted to the Board of Public Utilities ("BPU"), although the BPU's approval is not required pursuant to the ESIP Law. The plan will be posted on the BPU's and Board's websites, and the ESIP Program will commence.

A qualified third party shall verify that the ECMs, when commissioned or placed in service, achieve the level of savings projected in the ESP and that the plan satisfies all protocols adopted by the BPU. The Board shall be responsible for procuring and compensating all such third party measurement and verification services.

**Please be aware of the following document retention requirements.** In accordance with N.J.A.C. 17:44-2.2 relevant records of the ESCO or other persons entering into contracts with the Board are subject to audit or review by the Office of the State Comptroller pursuant to N.J.S.A. 52:15C-14(d). The ESCO Agreement shall include the following language:

“The ESCO shall maintain all documentation related to products, transactions or services under contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.”

## **IV. RFP AND PROCEDURES**

### ***A. Point of Contact***

All questions concerning this RFP and the procedures for responding to the RFP shall be directed to:

**Emidio D'Andrea  
School Business Administrator/Board Secretary  
Montclair Township Board of Education  
RFP for ESCO Services  
22 Valley Road  
Montclair, New Jersey 07042  
Fax: 973-509-4065  
Edandrea@montclair.k12.nj.us**

### ***B. Submission of Proposals***

Proposers should submit an original and **five (5)** bound copies of their proposals to :

**Emidio D'Andrea  
School Business Administrator/Board Secretary  
Montclair Township Board of Education  
RFP for ESCO Services  
22 Valley Road  
Montclair, New Jersey 07042  
Fax: 973-509-4065  
Edandrea@montclair.k12.nj.us**

no later than **10:00 AM on Friday, May 10, 2019**. **Proposers must also submit one electronic copy of the proposal on a compact disc (CD)**. Each proposal shall be duly executed by an authorized representative of the Proposer and shall clearly identify the address of, and a contact person for, the proposing firm, and the name and title of the person who prepared the proposal. Proposals by partnerships shall be signed in the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and title designation of an individual authorized to bind the corporation. Proposals by limited liability companies shall be signed with the name of the limited liability company followed by the signature and title of a member authorized to bind the limited liability company. All corrections, erasures or other forms of alteration to prices must be initialed in ink by the Proposer. Proposals must be received by the date and time provided, at the below address, after which time they will no longer be accepted. Submission of proposals in response to this RFP may be mailed, hand-delivered or sent via courier to:



**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**Edandrea@montclair.k12.nj.us**  
**Attn: "RFP Response: Energy Savings Improvement Program for Board"**

### ***C. Security***

Proposers must include with their proposal a security bond in an amount equal to five percent (5%) of the proposed initial investment in the project, as calculated at the time the proposal is made. The security bond shall secure the Board from loss or damage by reason of withdrawal of the proposal after the date set for submission of proposals for a period of sixty (60) days or as mutually agreed by the Board and the ESCO.

### ***D. Proprietary Information***

If a proposal includes any proprietary data or information that the Proposer does not want disclosed to the public, such data or information must be specifically designated as such on each page on which it is found. Data or information so identified shall be used by the Board solely for purposes of evaluating proposals and conducting contract negotiations and shall not be publicly disclosed. The Board shall be held harmless from any claim arising from the release of proprietary information not clearly identified as such by the Proposer.

Because of the need for public accountability, the following information regarding the proposal shall not be considered proprietary, even if such information is designated as such: pricing terms and non-financial information concerning compliance with RFP specifications, savings guarantees, and warranties. The Board cannot guarantee that information designated as proprietary may not otherwise be required to be disclosed in accordance with New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1.1 *et seq.* or the common law right to know.

### ***E. Modification or Withdrawal of Proposal***

Any proposal may be withdrawn or modified by written request of the Proposer, if such request is received by the Project Director at the above address prior to the date and time set for the receipt of proposals.

### ***F. Right to Reject***

The Board reserves the right to accept any responsive proposal, to reject any and all proposals, and to waive minor irregularities or formalities in accordance with applicable law.

The Board reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt by the Board of a response to this RFP confers no rights upon the Proposers, nor any obligations upon the Board.

## ***G. Cost of Proposal Preparation***

The costs of preparing a proposal in response to this RFP, including, but not limited to the costs associated with site visits and preliminary engineering analyses, will not be reimbursed by the Board.

## V. PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined within this section, with each of the prescribed forms completed in full (with the exception of any sections described as optional). Proposers not utilizing this format will be considered non-responsive. Each proposal will be reviewed prior to substantive evaluation for completeness and responsiveness. The Board reserves the right to eliminate from further consideration any proposal deemed by the Board to be substantially or materially non-responsive to the requests for information contained herein.

The response to each of the forms and sections described below shall begin on a separate page. Each page should clearly indicate the name of Proposer.

### ***A. Outline of Proposal Contents***

Each ESCO shall respond fully to all questions and requests for information set forth in each category below. Responses shall be provided on 8 1/2" x 11" sheets of paper, with the number and title of each answer referenced by category. Font size shall be no smaller than 10 point. All pages provided shall be numbered sequentially. ESCOs shall also include a Table of Contents that indicates the section and page numbers that correspond with the information included.

The following is the format outline of the requirements for proposal contents described in this section:

#### **Section A. Table of Contents**

#### **Section B. Executive Summary**

#### **Section C. Proposer Background and Qualifications**

Section C-1 General Information: ESCO—**FORM I**

Section C-2 Supplemental ESCO Information

Section C-3 Project Organizational Chart and Project Team Resumes

#### **Section D. Proposer Annual Report / Financial Statements**

#### **Section E. Presentation of Completed Energy Conservation Projects**

#### **Section F. Project Qualifications Criteria**

- Security Bond
- Certificate of Insurance
- State of New Jersey Public Works Contractor Registration (Proposer and named subcontractors must be registered at time of bid)
- State of New Jersey Business Registration Certificate (prior to contract award)
- State of New Jersey Department of Treasury Notice of Classifications.
- Non-Collusion Affidavit (**EXHIBIT A**)
- Ownership Disclosure Certification to be Submitted with Proposal (**EXHIBIT B**)
- Certificate of Equal Opportunity (**EXHIBIT C**)

- Affirmative Action Questionnaire (**EXHIBIT D**)
- Proof of New Jersey Division of Property Management and Construction Contractor Classification as C036 Energy Services Company
- Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors (**EXHIBIT E**)
- Disclosure of Investment Activities in Iran Certificate (**EXHIBIT F**)
- Proposer Certification of Qualification and Credentials (**EXHIBIT G**)
- Proposer Signature Form with Acknowledgement of Addenda (**EXHIBIT H**)
- Uncompleted Contracts Form (**EXHIBIT J**)
- No Material Change of Circumstances Affidavit (**EXHIBIT K**)
- Certification Regarding Political Contributions (**EXHIBIT L**)
- Sworn Contractor Certification (**EXHIBIT M**)

**Section G. Technical Aspects of Proposal**

Section G-1: Technical Summary; Preliminary Energy Savings Plan—**Forms II, III & IV**

Section G-2: Preliminary Energy Savings Plan: Energy Conservation Measures (ECMs)

Section G-3: Project Development and Management Overview

Section G-4: Description of Savings Calculations, Monitoring, Measurement and FF Verification, and Program Guarantee

Section G-5: Description of Post Construction Training and Services

**Section H. Financial Aspects of the Proposals**

Section H-1: Financials: ESCO Fees and Preliminary Projections of Program Cash Flow—**FORMs V and VI**

Section H-2: Utility and Other Rebates and Incentives Available for Project

Section H-3: Additional Information: Financial Aspects of Proposal

**Section I. Schedule for Completion of the Project**

**Section J. Official Statements by Proposer**

**Section K. Proposer’s Checklist**

***B. Executive Summary***

The ESCO’s proposal shall include a concise abstract, no more than six (6) pages in length, regarding its proposed preliminary Energy Savings Plan. Proposers shall briefly describe the most important aspects of their proposed Energy Savings Plan, highlighting the ESCO’s qualifications and containing a detailed statement explaining why the ESCO is most qualified and best suited to assist the Board in the final development of an Energy Savings Plan and, ultimately, the Energy Savings Improvement Program.

## **C. Proposer's Background and Qualifications**

**Section C** of the proposal must contain the following information about Proposer:

1. General Information: Provide general information about the Proposer; addresses, telephone numbers, names of contact persons and lead personnel should be provided on **FORM I**. Provide as **Section C-1**
2. Supplemental ESCO Information: Provide responses to listed questions. Provide as **Section C-2**.
  - a. Describe your firm's core business and organizational structure.
  - b. State whether Proposer is a manufacturer of, or is associated with a particular product or product line as an authorized supplier, distributor, or installer.
    - i. If so, the products manufactured shall be identified and/or such product associations or relationships shall be described with specificity.
  - c. State whether any products identified in response to this section will be proposed for use by the Board as part of the ESP. ESCO should also demonstrate ability to work with different makes of equipment should such equipment prove to be the optimal choice for the District.
  - d. Proposer shall state whether it is owned, in whole or in part by, affiliated with, or is a division or subsidiary of a public utility or fossil fuel supplier.
    - i. If so, identify the company with which the ESCO is affiliated or by which the ESCO is owned.
  - e. State the percentage of Proposer's business that is devoted to energy-savings related services, including, but not limited to, energy efficiency and conservation, energy supply management, renewables, demand response, and power purchase arrangements.
  - f. State whether Proposer utilizes open protocol system architecture.
    - i. Identify and describe with specificity any proprietary solution to be offered that is incompatible with open protocol system architecture.
  - g. Provide a complete list of all projects that in the last 15 years:
    - i. Have canceled or non-appropriated a performance contract with the respondent (list reasons)
    - ii. Have past or pending lawsuits or litigation regarding a performance contract with a customer (list reasons)
    - iii. Have been reimbursed for non-performance on guaranteed savings.
    - iv. Have past "out of court" settlements regarding a performance contract (list reasons).
3. Project Organizational Chart and Project Team Resumes: Proposer shall provide an organizational chart representing the ESCO team dedicated to this program, with resumes for each individual identified as a lead person for Proposer on **FORM I**. Provide these materials as **Section C-3**.

## **D. Annual Report / Financial Statements**

**Section D** of the proposal must contain annual reports and/or certified financial statements covering the two most recent fiscal years for the Proposer listed on **FORM 1**. Bank and credit references must also be provided.

## **E. Presentation of Completed Energy Conservation Projects**

**Section E** of the proposal must demonstrate prior relevant work experience of Proposer in the development and implementation of performance-based ESIP-type energy efficiency, conservation and renewables projects during the last five years. For each such project, Proposer shall set forth:

- A. Customer's name and address, and date of project completion;
- B. Number and types of ECMs implemented and total project cost;
- C. Type of contract (e.g. shared savings, performance contract, sale, lease-purchase, etc.);
- D. Brief description of the project, including nature of facilities and verified energy savings achieved.
- E. Contact information for a reference person for the project (office phone and email, if available).

Proposers must provide at least three (3) references for ESIP-type projects completed within the last five years. A brief description of up to three (3) additional projects may also be provided and may be accorded weight in scoring. Proposer's primary three reference projects must be projects that the ESCO has successfully implemented and monitored within the last five years. Secondary references can represent various project types that reflect the ESCO's experience, expertise, resources and capabilities in the energy efficiency and conservation industry.

## ***F. Project Qualifications Criteria and Required Documentation***

- Security Bond. Provide as **Section F-1**
- Certificate of Insurance. Provide as **Section F-2**
- State of New Jersey Public Works Contractor Registration. (Proposer and named subcontractors must be registered at time of bid) Provide as **Section F-3**
- State of New Jersey Business Registration Certificate. (prior to contract award) Provide as **Section F-4**
- State of New Jersey Department of Treasury Notice of Classifications. Provide as **Section F-5**
- Non-Collusion Affidavit (**EXHIBIT A**). Provide as **Section F-6**
- Ownership Disclosure Certification to be submitted with Proposal (**EXHIBIT B**). Provide as **Section F-7**
- Certificate of Equal Opportunity (**EXHIBIT C**). Provide as **Section F-8**
- Affirmative Action Questionnaire (**EXHIBIT D**). Provide as **Section F-9**
- Proof of New Jersey Division of Property Management and Construction Contractor Classification as C036 Energy Services Company. Provide as **Section F-10**
- Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors (**EXHIBIT E**). Provide as **Section F-11**
- Disclosure of Investment Activities in Iran Certificate (**EXHIBIT F**) Provide as **Section F-12**
- Proposer Certification of Qualification and Credentials (**EXHIBIT G**) Provide as **Section F-13**
- Proposer Signature Form with Acknowledgement of Addenda (**EXHIBIT H**). Provide as **Section F-14**
- Uncompleted Contracts Form (**EXHIBIT J**), Provide as **Section F-15**
- No Material Change of Circumstances Affidavit (**EXHIBIT K**) Provide as **Section F-16**
- Certification Regarding Political Contributions (**EXHIBIT L**) Provide as **Section F-17**
- Sworn Contractor Certification (**EXHIBIT M**) Provide as **Section F-18**

The Board will only accept and consider proposals from firms that satisfy all of these Project Qualifications Criteria and that produce all of the required documents in proper form. The Board will not consider proposals from firms that do not fully satisfy these criteria.

## ***G. Technical Aspects of the Proposal***

**Section G** of the proposal should contain the following information about the Proposer's preliminary Energy Savings Plan and technical approach to meeting the Board's energy efficiency and conservation objectives:

1. Technical Summary; Preliminary Energy Savings Plan: Information regarding the specific Energy Conservation Measures the Proposer proposes to implement within the Board's facilities under the proposed ESP shall be included within this Section. Proposers shall utilize **FORMs II, III, and IV** to present their proposed ECMs, projected program costs, projected annual energy savings, estimated payback periods, calculated baseline information for costs and savings, and avoided greenhouse gas and other emissions associated with the proposed preliminary ESP. Provide as **Section G-1**.
2. Preliminary Energy Savings Plan: Energy Conservation Measures: A detailed description of all ECMs, including mechanical, electrical and structural systems, proposed for each building identified within the RFP. The description must include general scope, technical methodology and analysis, savings associated with each measure, financial impact, and any special service requirements associated with the scope of work and anticipated post-construction costs. This information shall be provided as **Section G-2**.
3. Project Development and Management Overview: Proposers shall describe their firm's general approach to the development and implementation of Energy Savings Plans and Energy Saving Improvement Programs. In addition, a detailed description of Proposer's approach to project and construction management, including Proposer's approach to the installation of ECMs, should be included. This should clearly delineate which roles are performed by the Proposer, and which roles are performed by subcontractors. This information shall be provided as **Section G-3**.
4. Description of Savings Calculations, Monitoring, Measurement and Verification, and Program Guarantee: A detailed description of Proposer's methodology to calculate energy savings, and the method proposed to be used for the duration of this project to measure the energy savings achieved in each building within the scope of this RFP as a result of Proposer's efforts, including methods to adjust for factors such as weather or changes in the structure or use of the buildings. Proposer should also describe the cost, terms and conditions, including metering and verification protocols, regarding the energy savings Guarantee that the Proposer would offer to the Board. This information shall be provided as **Section G-4**.
5. Description of Post Construction Training and Services: A detailed description regarding how Proposer would train, support, manage and work with the Board's existing staff to provide post-construction services, such as maintenance programs, for the ECMs and related systems implemented under an ESIP. This information shall be provided as **Section G-5**.

## ***H. Financial Aspects of the Proposal***

1. Financials: ESCO Fees and Preliminary Projections of Program Cash Flow: A detailed description of the ESCO fees, costs, and preliminary program cash flow projections shall be provided on **FORMs V and VI** as **Section H-1**.
2. Utility and Other Rebates and Incentives Available for Project: A detailed description of all State and Federal tax benefits and energy grants, rebates and incentive programs Proposer anticipates to

incorporate into its proposal shall be provided as **Section H-2**.

3. Additional Information: Financial Aspects of Proposal: Additional information regarding the financial aspects of the proposed project may be included in the proposal as **Section H-3 (optional)**.

### ***I. Schedule for Completion of the Project***

**Section I** of the proposal must include the Proposer's projected schedule for completion of the tasks and responsibilities outlined in the proposal.

### ***J. Official Statements by Proposers***

Proposals must contain the following certified statements with attestation by a person authorized to bind the Proposer to this RFP proposal response:

1. Proposer has read and agrees to the terms and conditions set forth in the RFP;
2. The terms and conditions set forth in the proposal will remain in effect for at least sixty (60) days from date of opening of the proposal.
3. A sample Investment Grade Energy Audit Agreement, with costs and terms and conditions included.

### ***K. Proposer's Checklist***

Proposers shall complete, initial, sign and date the Proposer Checklist attached to this RFP, as required. (see page 56)

## **VI. TECHNICAL GUIDELINES**

### **Design Work**

All engineering and design work related to the installation or modification of facilities, and all installation and construction work, shall be performed by contractors duly licensed by all applicable authorities and in accordance with all applicable guidelines for such work.



# VII. TERMS AND CONDITIONS OF RFP PROCESS AND PROPOSED ENERGY SAVINGS IMPROVEMENT PROGRAM AGREEMENT

The following terms and conditions shall apply to the RFP process and the ESIP Agreement executed with the selected Proposer:

## **1. Laws and Regulations**

All applicable Federal, State and local laws and regulations, including the policies of the Board, shall apply to the RFP process and any resulting ESIP Agreement, and are hereby incorporated by reference.

## **2. Subcontracting and Assignment**

No portion of the work associated with this project may be subcontracted or assigned without the prior written approval of the Board, except to the extent required or permitted pursuant to N.J.S.A. 18A:18A-4.6. To the extent that subcontracting is required pursuant to statute, subcontractors must (1) be obtained through a public bidding process in a manner consistent with the Public Schools Contracts Law (N.J.S.A. 18A:18A-1 *et seq.*); comply with the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 *et seq.*) and the Prevailing Wage Act (N.J.S.A. 34:11-56.25 *et seq.*), and (3) must be classified by the New Jersey Department of Treasury, Division of Property Management and Construction, as applicable.

## **3. Modifications of RFP, Award and ESIP Agreement**

No modification of the RFP, scope of award or the resulting ESIP Agreement shall be binding upon the Board unless duly approved in writing and signed by a duly authorized representative of the Board.

## **4. Qualifications of Proposers**

The Board may make such investigation as it deems necessary to determine the qualifications of the Proposers and proposed subcontractors to perform the work. The Proposer shall promptly furnish any information and data for this purpose as shall be requested by the Board. The failure of a Proposer to timely produce information and data requested by the Board may provide a basis for rejection of the proposal.

All Proposers shall submit a statement affirming that as of the time the proposal is submitted, Proposer is not included on the list of debarred, suspended or disqualified contractors maintained by the New Jersey Treasurer or any Federal agency (see Exhibit E). Proposer shall immediately notify the Board if Proposer is placed upon the list of debarred, suspended or disqualified contractors after submission of the proposal.

## **5. Ownership Disclosures Required**

Pursuant to N.J.S.A. 52:25-24.2, Proposer shall submit with its bid, or prior to the Board's receipt of bids, a statement setting forth the names and addresses of all stockholders if Proposer is a corporation, or of all individual partners if Proposer is a partnership, or of all members if the Proposer is a limited liability company who own or control a ten percent (10%) or greater interest therein.

If one or more stockholder or partner is itself a corporation, partnership or limited liability company, the

Proposer shall submit such further disclosures as are required by law and this RFP. See “SECTION V: PROPOSAL FORMAT AND CONTENTS” for additional information

## **6. *Non-Collusion Affidavit***

The Proposer shall submit with its proposal an executed Statement of Non-Collusion, utilizing the form attached to this RFP. See “SECTION V: PROPOSAL FORMAT AND CONTENTS” for additional information.

## **7. *Form of Agreement***

The ESIP Agreement executed with the awarded Proposer shall meet the requirements set forth in this RFP. The ESIP Agreement shall be subject to all statutes, rules and regulations applicable to public contracts under the laws of the State of New Jersey, as well as any requirements for the design, implementation, financing, commissioning, maintenance and training established for energy savings programs by the ESIP Law and the Board. Proposers are encouraged to submit a proposed form of ESIP Agreement in accordance with the requirements set forth in this RFP.

## **8. *Ambiguity, Conflict or Errors in the RFP***

If a Proposer discovers any ambiguity, conflict, discrepancy, omission or error in the RFP, the Proposer shall immediately notify the Board of such error in writing, which notice can be delivered by hand, mail, overnight carrier, facsimile or E-mail addressed to:

**Emidio D’Andrea  
School Business Administrator/Board Secretary  
Montclair Township Board of Education  
RFP for ESCO Services  
22 Valley Road  
Montclair, New Jersey 07042  
Fax: 973-509-4065  
Edandrea@montclair.k12.nj.us**

## **9. *Revisions to the RFP***

If it becomes necessary to clarify or revise this RFP, such clarification or addendum shall be issued by the Board by letter, email or written addendum to the RFP.

Any RFP addendum shall be delivered in writing by mail, by facsimile transmission or e-mail. Only those Proposers that have already received the proposal documentation directly from the Board will be provided the clarification or revision as well as any Proposer that notifies the Project Director that it seeks to be included on the distribution list for any revisions, addenda or clarifications.

Any addendum to, and/or clarification or revision of this RFP shall become part of this RFP and, if appropriate, part of the ESIP Agreement that derives from the RFP.

## **10. Specification Changes, Additions and Deletions**

All changes to proposal documents shall be through written addenda, clearly marked and furnished to the Board at the above address prior to the opening date of the proposals. Verbal communications and information will not be considered or incorporated as part of a proposal. Proposers shall not be permitted to alter the terms of their proposal after the time and date of the submission thereof.

## **11. Telegraphic/Electronic Proposal Submittal**

Proposals forwarded via electronic, telephonic or facsimile devices are **NOT** acceptable and will be rejected upon receipt. Proposers will be expected to allow adequate time for delivery of a Proposal either by express courier, postal service or other means. The Board shall not be responsible for premature opening or late delivery of Proposals not properly marked or addressed, or for late delivery by mail or delivery service.

## **12. Conditional Proposals**

Conditional proposals will not be accepted. Proposals may be withdrawn prior to the advertised time for receipt of proposals or authorized postponement prior thereof. Proposals received after the advertised time will not be considered.

## **13. Costs**

The Board assumes no responsibility for costs incurred by Proposers in the development, preparation and submittal of responses to this RFP.

## **14. Proposal Opening**

Examination of the proposals will commence after public opening at **10:00 AM on Friday May 10, 2019**, and an evaluation process will be initiated at that time. No proposal-related information or results will be conveyed via telephone. No proposal may be withdrawn for a period of sixty (60) calendar days of the proposal opening date. Proposals, amendments to proposals or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.

## **15. Rejection of Responses**

Any proposal that does not calculate projected energy savings in the manner required by N.J.S.A. 18A:18A-4.6(e)(1)(b) shall be rejected by the Board.

The Board reserves the right to accept or reject, in whole or in part, any or all responses to this RFP pursuant to applicable law. The Board shall reject the response of any Proposer which is deemed to be non-responsive in accordance with the criteria set forth in this RFP.

The Board reserves the right to waive minor variances in responses to this RFP pursuant to applicable law. Any such waiver shall not modify any remaining RFP requirements nor excuse any Proposer from full compliance with all other RFP specifications and contract requirements if the Proposer is awarded the contract.

## **16. Basis of Proposal Award**

Award of proposal shall be made to the proposal that is most advantageous, price and other factors considered, as determined by the Board, in accordance with the evaluation criteria as set forth within this RFP and applicable law.

## **17. Disclaimers**

The Board reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt by the Board of a response to this RFP confers no rights upon the Proposer, nor obligations upon the Board in any manner.

## **18. Competitiveness and Integrity**

The proposal process defined within this RFP is designed to prevent biased evaluations and to preserve the competitiveness and integrity of contract awards. All evaluations will apply a consistent method of review and metrics to score ESCO proposals, as set forth in the attachments to this RFP. Proposers are to direct all communications regarding their proposal only to:

**Emidio D'Andrea**  
**School Business Administrator/Board Secretary**  
**Montclair Township Board of Education**  
**RFP for ESCO Services**  
**22 Valley Road**  
**Montclair, New Jersey 07042**  
**Fax: 973-509-4065**  
**Edandrea@montclair.k12.nj.us**

and are not to contact other Board Officials or employees directly.. Attempts to circumvent this requirement shall result in rejection of the offending Proposer's proposal.

## **19. Affirmative Action and Business Registration**

If, prior to or at the time the Board submits a contract for signing, a Proposer does not submit to the Board evidence of an existing federally approved or sanctioned Affirmative Action Program; then, no later than three (3) days after the Proposer signs the contract, the Proposer shall complete and submit the appropriate forms to the Board and the Affirmative Action Office. The Proposer should retain the copy marked "Proposer," submit the copy marked "Public Agency" to the Board, and the remaining copies shall be immediately forwarded to:

Affirmative Action Office  
Department of the Treasury  
State House, CN 209  
Trenton, New Jersey 08625

Proposers shall be required to comply with the provisions of N.J.A.C. 17:27-1 et seq., regarding Affirmative Action, and with the business registration requirements of N.J.S.A. 52:32-44. Each Proposer

must submit a copy of its New Jersey business registration certificate (or interim registration) as part of its Proposal.

## **20. New Jersey Business Registration Certificate and Sales and Use Tax Requirements, P.L. 2004, c. 57**

Proposers are requested to comply with the following:

- a) **Business Registration Certificate Requirements:** All Proposers should provide a current Certificate of Business Registration with their proposals. Business Registration Certificates must be submitted as required at the time of contracting for those goods and services.
- b) **New Jersey Sales and Use Tax Requirements:** All Proposers, or Proposers with subcontractors, or any of their affiliates, who enter into contracts for the provision of goods or services with or for New Jersey local government entities, including without limitation, municipalities and school districts, are required to collect and remit to the New Jersey Director of Taxation in the Department of the Treasury the use tax due on all of their sales of tangible personal property delivered into the State of New Jersey pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 *et seq.*), regardless of whether the tangible personal property is intended for a contract with a contracting agency. This tax shall be remitted for the term of the Contract.

For purposes herein, "affiliate" shall mean any entity that (a) directly, indirectly or constructively controls another entity, (b) is directly, indirectly, or constructively controlled by another entity, or (c) is subject to the control of a common entity. For purposes of the immediately preceding sentence, an entity is deemed to control another entity if it owns or controls, directly or indirectly, more than fifty percent (50%) of the ownership interest in that entity. N.J.S.A. 52:32-44(g)(3).

The successful Proposer agrees to comply with the rules and regulations promulgated pursuant to the Contractor Use Tax Registration and Collection Legislation.

Notwithstanding anything contained in any contract documents entered in connection with this project to the contrary, the Proposer shall indemnify, defend and hold the Board harmless from and against any and all fines, taxes, penalties, interest, claims, losses, costs, expenses, liabilities or damages arising out of or in connection with the Proposer's failure to comply with the terms and condition of P.L. 2004, c.57 to the fullest extent permitted by law and public policy.

## **21. Americans With Disabilities Act/Federal Programs**

It shall be a condition that any company supplying goods or services in connection with this project must be in compliance with appropriate provisions of the Americans with Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation enacted pursuant thereto or other applicable Federal programs. A signed, written certificate stating compliance with the Americans with Disabilities Act or other applicable Federal programs may be required, upon request by the Board. In addition, the successful Proposer shall comply with N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented, and with the regulations promulgated by the State Treasurer pursuant thereto.

## **22. Political Contribution Disclosure**

New Jersey State law requires that contractors receiving contracts from public entities which, in the aggregate, exceed \$50,000.00 within a calendar year, file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission. N.J.S.A. 19:44A-20.13. The successful Proposer must determine if such filing is necessary.

## **23. Common Language**

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular include the plural, and words in the plural include the singular. Additionally, words in the masculine shall include the feminine, and words that are gender neutral may refer to either gender.

## **24. Payments**

Payments will be made by the Board in accordance with the terms and conditions of the resulting ESIP Agreement with the awarded ESCO. If the Board elects not to proceed with program implementation, payment will be made to the ESCO for the ESCO's proposed ESP and other agreed costs in accordance with the provisions of the executed IGEA Agreement as set forth herein.

Any contract for the improvement of real property entered into as a result of this RFP shall be subject to the Prompt Payment Act, N.J.S.A. 2A:30-1 *et seq.* and shall provide that disputes regarding whether a party has failed to make payments under such contract may be submitted to a process of alternative dispute resolution. Alternative dispute resolution, however, shall not apply to disputes concerning the proposal solicitation or award process, or to the formation of contracts or subcontracts. In any civil action brought to collect payments pursuant to this section, the action shall be conducted inside of this State and the prevailing party shall be awarded reasonable costs and attorney fees.

## **25. Insurance**

A. The successful Proposer and all subcontractors shall be liable to the Board, its employees, officers and agents for injury including bodily injury, death, damages to or destruction of property resulting, in whole or in part, from any negligent acts, errors or omissions of the Proposer or subcontractors in the performance of their services. The successful Proposer shall procure, and shall require all subcontractors to procure, prior to the commencement of services, and maintain, at its expense until final acceptance by the Board of all services required under the ESIP Agreement, insurance for liability for damages assumed under the ESIP Agreement, of the kinds and in the amounts provided below, with insurance companies authorized to do business in the State of New Jersey. All such policies shall name the Board as an "additional insured".

The insurance carriers shall have a rating of not less than "A-" in the current A.M. Best Manual and must be approved by the Board.

B. The successful Proposer and/or subcontractors shall procure and maintain at all times the below-listed types of insurance with limits of liability in at least the amounts listed below:

- a). **Commercial General Liability Insurance.** The minimum amount of liability shall be \$1,000,000 per occurrence (combined single limit for bodily injury and property

damage)/\$2,000,000 aggregate, including products, completed operations and contractual liability insurance.

**b). Workers' Compensation Coverage.** Workers' Compensation and Employers' Liability Coverage shall be provided as statutorily required by the State of New Jersey for all employees of Proposer and/or subcontractors.

**c). Comprehensive Automobile Liability Insurance.** The policy shall cover owned, non-owned, hired, leased and rented vehicles used in connection with the services required by this project, with minimum limits of liability in the amount of \$1,000,000 per accident as a combined single limit for bodily injury and property damage.

**d). Excess Liability Coverage.** Excess liability coverage in the amount of not less than \$5,000,000 shall be in the form of an Umbrella policy, and shall specifically be endorsed to be excess of the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' compensation policy, and the Comprehensive Automobile Liability policy.

**e). Professional Liability Insurance (Errors and Omissions) in the amount of \$1,000,000 per claim.** A Design Consultant and/or a Construction Management Firm that performs Design Work must maintain Professional Liability Insurance (Errors & Omissions), with coverage retroactive to the earlier of the date of the ESIP Agreement or the date of a Notice-to-Proceed for the Design Phase. Such coverage must be maintained for a period of three (3) years after the date of final payment by the Board or, if said coverage is not commercially available for such term, then for such term as is commercially available.

**f). Builder's Risk Insurance** The General Contractor with responsibility for delivering the construction services necessary to complete the project must maintain Builder's Risk Insurance, providing coverage for all risk of physical loss or damage to the property described hereunder in an amount equal to the completed value of the work contracted.

C. Certificates of the required insurance as listed above with a thirty (30) day notice of cancellation provision shall be submitted to the Board with the certificate holder listed as follows:

**Emidio D'Andrea  
School Business Administrator/Board Secretary  
Montclair Township Board of Education  
RFP for ESCO Services  
22 Valley Road  
Montclair, New Jersey 07042  
Fax: 973-509-4065  
Edandrea@montclair.k12.nj.us**

The successful Proposer must provide certificates of insurance reflecting the required amounts of coverage and demonstrate the required coverage to the satisfaction of the Board by providing copies of actual policies or otherwise upon request of the Board.

## **26. Liability**

The successful Proposer shall agree to assume all risk of loss and to indemnify and hold the Board, its officers, agents and employees, harmless from and against any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss or damage to, or destruction of property (including Board property) arising out of any act or omission of the successful Proposer, its employees or agents in the performance of the ESIP Agreement, except losses resulting from the negligence of the Board. Successful Proposer agrees to reimburse the Board for all costs and attorneys' fees expended by the Board to enforce this indemnity provision.

The successful Proposer shall indemnify, defend and hold the Board harmless from and against any claim that the work performed or goods provided as a part of the ESIP Agreement infringes upon a patent, copyright, trademark or other intellectual property right by paying all amounts in settlement of the claim or as otherwise awarded by a court of law or other judicial or quasi-judicial body having jurisdiction over any such claim. The successful Proposer shall also reimburse the Board for all reasonable expenses incurred by the Board.

Neither Party nor its respective officers, directors, agents, employees, parent, subsidiaries or affiliates or their officers, directors, agents or employees shall be liable to any other Party, or its parent, subsidiaries, affiliates, officers, directors, agents, employees, successors or assigns, or their respective insureds, for any incidental, indirect, punitive or consequential damages, connected with or resulting from performance or non-performance of the ESIP Agreement (irrespective of whether such claim of liability is based upon breach of warranty, strict liability, tort, contract, operation of law or otherwise) or anything done in connection therewith including, without limitation, claims in the nature of lost revenues, income or profits (other than payments expressly required and properly due under the ESIP Agreement), and increased expense of, reduction in or loss of power generation production or equipment used therefor.

## **27. Termination of Contract**

Consistent with N.J.S.A. 18A:18A-4.6, the Board shall have the ability to terminate the ESIP Agreement in the event of a material breach by the other party. Notice of such breach shall be provided in writing and the breaching party shall be afforded a period of sixty (60) days to cure the breach. If the breach is not cured during such period, the Board may then terminate the contract.

For the ESP portion of the contract term, the Board may terminate the contract on sixty (60) days written notice, with or without cause, subject to any termination provisions negotiated by Board and the successful Proposer.

Without prejudice to any other right or remedy available to the Board at law or in equity in connection with any event described below, the ESIP Agreement may be terminated by the Board if the successful Proposer, or any parent company of the Proposer, shall:

(a) File a voluntary petition in bankruptcy, or have an involuntary petition filed against it under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect (and such order or case is not stayed, withdrawn or settled within sixty (60) days thereafter) or have an order for relief entered against it. The provisions of Section 365(e)(2)(A) of Title 11 of the United States Code, as amended, or any successor statute thereto, shall be applicable to the ESIP Agreement;



- (b) File for reorganization, become insolvent or have a receiver or other officer having similar powers appointed to take control of its affairs in any court of competent jurisdiction, whether or not with its consent (unless dismissed, bonded or discharged within sixty (60) days thereafter); or
- (c) Admit in writing its inability to pay its debts as such debts become due.

## **28. Antidiscrimination and Equal Employment Opportunity Act**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE** **N.J.S.A. 10:5-31 et seq.; N.J.A.C. 17:27**

During the performance of the energy savings contract, the successful Proposer shall agree as follows:

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunity to minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

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 Division 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 Public Contracts Equal Employment Opportunity for conducting a compliance investigation pursuant to N.J.A.C. 17:27.

During the implementation of the ESIP, the successful Proposer shall comply with the Mandatory Equal Employment Opportunity Language attached hereto as **EXHIBIT I**.

Pursuant to N.J.S.A. 10:2-1, the successful Proposer agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or

expression, affectional or sexual orientation or sex;

- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

## **29. Buy American**

Proposer agrees that in the performance of the work, only manufactured and farm products of the United States will be used in the work, wherever available, pursuant to N.J.S.A. 18A: 18A-20.

## **30. Governing Laws and Consent to Jurisdiction**

The ESIP Agreement shall be governed by the laws of the State of New Jersey. The successful Proposer shall agree that any action or proceeding that arises in any manner out of performance of the RFP or ESIP Agreement shall be litigated in the Superior Court of New Jersey, Essex County, State of New Jersey, and the Proposer shall consent and submit to the jurisdiction of the Superior Court.

## **31. American Recovery and Reinvestment Act Compliance/Federal Government Program**

To the extent any portion of the ESIP Agreement is paid, in whole or in part, with funds made available pursuant to the American Recovery and Reinvestment Act of 2009 ("ARRA") or other federal government program, the Proposer, its employees, agents, representatives or subcontractors, shall agree to be bound by all terms and conditions required by the ARRA or other applicable federal government program.

## **32. Duration of Contract**

The duration of the ESIP Agreement will be for a term ending no later than fifteen (15) years or twenty (20) years for a combined heat and power agreement from the completion of construction unless otherwise provided herein. In the event the Board determines not to proceed with the ESIP portion of the services, the successful Proposer will be paid in accordance with the amounts as agreed by the Proposer and Board.

## **33. Labor and Prevailing Wages**

The successful Proposer shall provide, at its expense, qualified, union or licensed labor in the applicable trades.

The successful Proposer shall be subject to the provisions of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 *et seq.* Under the Act, "Public work" means construction, reconstruction,

demolition, alteration, custom fabrication, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program. "Public work" shall also mean construction, reconstruction, demolition, alteration, custom fabrication, or repair work, done on any property or premises, whether or not the work is paid for from public funds, if, at the time of the entering into of the contract the property or premises is owned by the public body or:

- (a) Not less than 55% of the property or premises is leased by a public body, or is subject to an agreement to be subsequently leased by the public body; and
- (b) The portion of the property or premises that is leased or subject to an agreement to be subsequently leased by the public body measures more than 20,000 square feet.

The successful Proposer and its subcontractors shall be obligated to pay not less than the prevailing wage rate, to submit certified payrolls as documentation of compliance if requested, and to permit on-site monitoring by the Board. In the event it is found that any worker, employed by the ESCO or any subcontractor covered by this contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the Board may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise. The ESCO and its sureties shall be liable for any excess costs occasioned thereby to the Board.

The successful Proposer's signature on this proposal shall represent its guarantee that Proposer is not listed or on record in the Office of the Commissioner of the Department of Labor as having failed to pay prevailing wages in accordance with the provisions of the Prevailing Wage Act.

### **34. *Permits and Licenses***

The successful Proposer shall, at its own expense, be required to provide and maintain any and all permits and licenses as required by law.

### **35. *Public Works Contractor Registration***

Pursuant to N.J.S.A. 34:11-56.48, the Proposer and all listed subcontractors shall hold valid Public Works Contractor Registrations at the time the Proposal is submitted or the subcontractors are retained. No subcontractor, including a subcontractor not listed in the proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to N.J.S.A. 34:11-56.26.

### **36. *Document Retention***

The successful Proposer shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**FORM I**

**ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP):  
 GENERAL INFORMATION: CONTRACTOR  
 THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX,  
 NEW JERSEY  
 ENERGY SAVING IMPROVEMENT PROGRAM**

1. Name of firm: \_\_\_\_\_

2. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Contact person for this project (name & title): \_\_\_\_\_  
 \_\_\_\_\_

4. Telephone number of contact person: \_\_\_\_\_

5. Email Address of contact person: \_\_\_\_\_

6. Lead personnel for this project (persons who will have supervisory or other responsibility for the work to be performed). Please list all personnel below:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FORM II**

**ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP):  
ENERGY CONSERVATION MEASUREs (ECMs) SUMMARY FORM  
THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX, NEW JERSEY  
ENERGY SAVING IMPROVEMENT PROGRAM**

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

Proposed Preliminary Energy Savings Plan: ECMs (Base Project)	Estimated Installed Hard Costs <sup>(1)</sup> \$	Estimated Annual Savings \$	Estimated Simple Payback (years)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<i>Add additional lines as needed*</i>	<b>Project Summary:</b>		

Optional ECMs <i>Considered, but not included with base project at this time</i>	Estimated Installed Hard Costs <sup>1</sup> \$	Estimated Annual Savings \$	Estimated Simple Payback (years)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10. <i>Add additional lines as needed*</i>			

(1) The total value of Hard Costs is defined in accordance with standard AIA definitions that include: Labor Costs, Subcontractor Costs, Cost of Materials and Equipment, Temporary Facilities and Related Items, and Miscellaneous Costs such as Permits, Bonds Taxes, Insurance, Mark-ups, Overhead, Profit, etc.

### FORM III

ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP): PROJECTED ANNUAL ENERGY SAVINGS DATA FORM
THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX, NEW JERSEY
ENERGY SAVING IMPROVEMENT PROGRAM

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

The projected annual savings for each fuel type **MUST** be completed using the following format. Data should be given in the form of fuel units that appear in the utility bills.

<i>Energy/Water</i>	ESCO Developed Baseline (Units) <sup>(2)</sup>	ESCO Developed Baseline (Costs \$) <sup>(2)</sup>	Proposed Annual Savings (Units) <sup>(3)</sup>	Proposed Annual Savings (Costs \$) <sup>(3)</sup>
<b>Electric Demand</b> KW				
<b>Electric Energy</b> KWH				
<b>Natural Gas</b> (ccf)				
<b>Fuel Oil</b> (Gallons)				
<b>Steam</b> (Lbs)				
<b>Water</b> (Gallons)				
<b>Other (Specify)</b> (Units)				
<b>Other (Specify)</b> (Units)				
<b>AVOIDED EMISSIONS</b> <sup>(1)</sup>	Provide in Pounds (Lbs)			
<b>NOX</b>	Lbs			
<b>SO<sub>2</sub></b>	Lbs			
<b>CO<sub>2</sub></b>	Lbs			

- (1) ESCOs are to use the rates provided as part of this RFP to calculate Avoided Emissions. Calculation for all project energy savings and greenhouse gas reductions will be conducted in accordance with adopted NJBPU protocols
- (2) "ESCOs Developed Baseline": Board's current annual usages and costs as determined by the proposing ESCO; based off Board's utility information as provided to proposing ESCO.
- (3) "Proposed Annual Savings": ESCOs proposed annual savings resulting from the Board's implementation of the proposed ESP, as based upon "ESCOs Developed Baseline".

**FORM IV**

<p><b>ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP):</b>  <b>PROJECTED ANNUAL ENERGY SAVINGS DATA FORM IN MMBTUs</b>  <b>THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX,</b>  <b>NEW JERSEY</b>  <b>ENERGY SAVING IMPROVEMENT PROGRAM</b></p>
--

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

**The projected annual energy savings for each fuel type MUST be completed using the following format. Data should be given in equivalent MMBTUs.**

ENERGY	ESCO Developed Baseline	ESCO Proposed Savings Annual	Comments
Electric Energy (MMBTUs)			
Natural Gas (MMBTUs)			
Fuel Oil (MMBTUs)			
Steam (MMBTUs)			
Other (Specify) (MMBTUs)			
Other (Specify) (MMBTUs)			

**NOTE: MMBTU Defined: A standard unit of measurement used to denote both the amount of heat energy in fuels and the ability of appliances and air conditioning systems to produce heating or cooling.**



**FORM V**

<b>ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP):                  ESCOs PROPOSED FINAL PROJECT COST FORM FOR BASE CASE PROJECT</b>
<b>THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX, NEW JERSEY</b>
<b>ENERGY SAVING IMPROVEMENT PROGRAM</b>

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

**PROPOSED CONSTRUCTION FEES**

Fee Category	Fees <sup>(1)</sup> Dollar (\$) Value	Percentage of Hard Costs
Estimated Value of Hard Costs <sup>(2)</sup> :		
<b>Project Service Fees</b>		
Investment Grade Energy Audit		
Design Engineering Fees		
Construction Management & Project Administration		
System Commissioning		
Equipment Initial Training Fees		
ESCO Overhead		
ESCO Profit		
ESCO Termination Fee		
<b>Project Service Fees Sub Total</b>		
<b>TOTAL FINANCED PROJECT COSTS:</b>		

**PROPOSED ANNUAL SERVICE FEES**

First Year Annual Service Fees	Fees <sup>(1)</sup> Dollar (\$) Value	Percentage of Hard Costs
<b>SAVINGS GUARANTEE (OPTION)</b>		
Measurement and Verification ( <i>Associated w/ Savings Guarantee Option</i> )		
<b>ENERGY STAR™ Services (optional)</b>		
Post Construction Services ( <i>If applicable</i> )		
Performance Monitoring		
On-going Training Services		
Verification Reports		
<b>TOTAL FIRST YEAR ANNUAL SERVICES</b>		

**NOTES:**

- (1) Fees should include all mark-ups, overhead, and profit. Figures stated as a range will NOT be accepted.
- (2) The total value of Hard Costs is defined in accordance with standard AIA definitions that include: Labor Costs, Subcontractor Costs, Cost of Materials and Equipment, Temporary Facilities and Related Items, and Miscellaneous Costs such as Permits, Bonds Taxes, Insurance, Mark-ups, Overhead and Profit, etc.

**ESCO's proposed interest rate at the time of submission: 5% TO BE USED BY ALL RESPONDING ESCOs FOR PROPOSAL PURPOSES**

**FORM VI**

**ESCO's PRELIMINARY ENERGY SAVINGS PLAN (ESP):  
ESCO's PRELIMINARY ANNUAL CASH FLOW ANALYSIS FORM**

**THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTCLAIR IN THE COUNTY OF ESSEX, NEW JERSEY**

**- ENERGY SAVING IMPROVEMENT PROGRAM**

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

Note: Respondents must use the following assumptions in all financial calculations:

(a) The cost of all types of energy should be assumed to inflate at **2.4% gas, 2.2% electric** per year; and

1. Term of Agreement: 15 years (\_\_\_\_Months) or for CHP up to 20 years

2. Construction Period <sup>(2)</sup> (months): \_\_\_\_\_

3. Cash Flow Analysis Format:

Project Cost <sup>(1)</sup>: \_\_\_\_\_

Interest Rate to Be Used for Proposal Purposes **5.0%**

Year	Annual Energy Savings	Annual Operational Savings	Energy Rebates/Incentives	Total Annual Savings	Annual Project Costs	Board Costs	Annual Service Costs <sup>(3)</sup>	Net Cash-Flow to Client	Cumulative Cash Flow
Installation									\$ -
1	\$	\$	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$	\$	\$	\$
6	\$	\$	\$	\$	\$	\$	\$	\$	\$
7	\$	\$	\$	\$	\$	\$	\$	\$	\$
8	\$	\$	\$	\$	\$	\$	\$	\$	\$
9	\$	\$	\$	\$	\$	\$	\$	\$	\$
10	\$	\$	\$	\$	\$	\$	\$	\$	\$
11	\$	\$	\$	\$	\$	\$	\$	\$	\$
12	\$	\$	\$	\$	\$	\$	\$	\$	\$
13	\$	\$	\$	\$	\$	\$	\$	\$	\$
14	\$	\$	\$	\$	\$	\$	\$	\$	\$
15	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**NOTES:**

(1) Includes: Hard costs and project service fees defined in ESCO's PROPOSED "FORM V"

(2) No payments are made by Board during the construction period.

(3) This figure should equal the value indicated on the ESCO's PROPOSED "FORM V". DO NOT include in the Financed Project Cost

**EXHIBIT A:**

**NON-COLLUSION AFFIDAVIT**

TO: The Board of Education of the Township of Montclair in the County of Essex, New Jersey

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FACSIMILE: \_\_\_\_\_

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or otherwise colluded in any manner with any other person, or otherwise taken any action that would restrain or impede open and free competition and competitive contracting for this project; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without agreement or collusion with any other Proposer, competitor, potential competitor or other person; and that this proposal has not been knowingly disclosed prior to the opening of proposals to any other Proposer, competitor or person not affiliated with Proposer.

We further certify that no requirement or commitment, direct or indirect, was made to any person, or elected official and that no undisclosed benefit of any kind was promised to anyone connected with this project.

We further certify that no person or selling agent has been employed or retained to solicit or secure the contract that is the subject of this RFP upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

We certify that the foregoing statements are true and accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the New Jersey School District Board of Education in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

SIGNATURE: \_\_\_\_\_

TYPE OR PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT B:**

**OWNERSHIP DISCLOSURE CERTIFICATION TO BE SUBMITTED WITH PROPOSAL**

In order to conform with N.J.S.A. 52:25-24.2, all corporations, partnerships or limited liability companies shall provide the following information:

- 1. Name of Firm: \_\_\_\_\_
- 2. Type of Business Organization (Check appropriate type)

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_  
 Limited Partnership \_\_\_\_\_ Limited Liability Corporation \_\_\_\_\_ Limited Liability Partnership \_\_\_\_\_  
 Subchapter S Corporation \_\_\_\_\_ Other \_\_\_\_\_

- 3. Name of State in which Incorporated or organized: \_\_\_\_\_

The following individuals own ten percent (10%) or more of any class stock in the corporation, are ten percent (10%) or more Partners in the Firm or members that own ten percent (10%) or more interest in the company:

NAME	ADDRESS	TITLE	PERCENTAGE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IF ANY OF THE AFOREMENTIONED STOCKHOLDERS ARE A CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY WHEREBY THEY HOLD 10% (TEN PERCENT) OR MORE OF ANY CLASS STOCK IN PROPOSING CORPORATION, THEY SHALL ALSO PROVIDE THE INFORMATION REQUESTED ABOVE.**

Or, I certify that no one stockholder, partner or member owns 10% or more of the issued and outstanding stock or interest in the business entity.

The above information is true and correct to the best of my knowledge.

(Signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

(Address) \_\_\_\_\_

Subscribed and sworn to before me  
 This \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_.  
 (Seal) Notary Public of New Jersey/  
 Specify Other State  
 My commission Expires \_\_\_\_\_, 201 \_\_\_\_.

**EXHIBIT C:**

**CERTIFICATE OF EQUAL OPPORTUNITY**

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246, Part II, 203(B), (30 C.F.R. 12319-25). Each Proposer is required to state in its Proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

PROPOSER'S CERTIFICATE

**Proposer's Name:** \_\_\_\_\_

**Address:**

1. Proposer has participated in previous contract or subcontract subject to the equal opportunity clause. Yes \_\_\_\_\_ No \_\_\_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions. Yes \_\_\_\_\_ No \_\_\_\_\_

4. If answer to Item 3 is "No", please explain in detail on reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. I am aware that if any of the foregoing statements is willfully false, I am subject to punishment.. (17 U.S. Code, Section 1001.).

\_\_\_\_\_  
(Name and Title of Signer - Please Type)

\_\_\_\_\_  
(Signature)

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

**EXHIBIT D:**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

The following question shall be answered by all Proposers.

Do you have a Federal Letter of Affirmative Action Plan Approval from the U.S.  
Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a photostatic copy of such approval. This letter cannot be more than one year old from the date of issuance.

If no, the Proposer may still submit a Proposal on the Project if the question is answered.

\_\_\_\_\_  
PROPOSER (Signature)

\_\_\_\_\_  
PROPOSER (Print Name)

**EXHIBIT E:**

**AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

State \_\_\_\_\_ (specify, if not NJ) I, \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and Say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_,  
The Proposer making the Proposal for the above- named Project, and that I executed the said Proposal with full authority to do so; that said Proposer is not at the time of the making this Proposal included on the New Jersey State Treasurer's or any State or Federal Government's list of Debarred, Suspended or Disqualified Contractors .

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Representative)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 201 .

(Seal) Notary Public of New Jersey/  
Specify Other State

My Commission Expires \_\_\_\_\_ 201 .

**EXHIBIT F**

**THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
**Montclair Board of Education**

**PART 1: CERTIFICATION**  
**PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders OR Proposers **must** review this list prior to completing the below certification. **Failure to complete the certification will render a proposer’s proposal non-responsive.** If the Director finds a person or entity to be in violation of 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.

**PLEASE CHECK EITHER BOX:**

**I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity’s parents, subsidiaries, or affiliates 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****

**OR**

**I am unable to certify as above because I or the proposing entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Part 2**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the proposing person/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  
Proposer/Vendor: \_\_\_\_\_

Description of Activities:  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Proposer/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 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 contracts with the Board of Education to notify the 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 agreements(s) with the Board of Education and that the Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

Bidder/Vendor: \_\_\_\_\_

**EXHIBIT G:**

**PROPOSER CERTIFICATION OF QUALIFICATIONS AND CREDENTIALS**

STATE OF NEW JERSEY/ Specify, if Other

COUNTY OF \_\_\_\_\_, of the (City, Town, Borough) of State of \_\_\_\_\_, of full age, being duly sworn according to law, on my oath, depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Proposer submitting the Proposal herein and that I executed the said Proposal with full authority to do so. The firm of \_\_\_\_\_ possesses the qualifications and credentials to fully and completely perform the contract outlined in the Request for Proposal. The proposal will remain in effect for at least sixty (60) days from the date of opening.

I have read and agree with the terms and conditions set forth in the RFP.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Representative)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ .

(Seal) Notary Public of New Jersey/  
Specify Other State

My Commission Expires \_\_\_\_\_ 201\_\_ .

**EXHIBIT H:**

**PROPOSER SIGNATURE AND ACKNOWLEDGEMENT OF ADDENDA FORM**

The undersigned duly authorized representative of Proposer, having examined these documents and having full knowledge of the conditions under which the products and services described herein must be performed, hereby represents that Proposer will fulfill the obligations contained herein in accordance with all terms, conditions, specifications and proposal criteria set forth, and that Proposer will furnish all required products and payments in strict conformity with these documents for the stated process as payment in full.

**ACKNOWLEDGEMENT OF ADDENDA FORM:**

The undersigned hereby acknowledges receipt of the following applicable addenda:

LIST AND DATE WHEN RECEIVED BY PROPOSER

NUMBER	DATE	PROPOSER'S INITIALS
--------	------	---------------------

**SUBMITTING FIRM:**

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Company Address \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

**EXHIBIT I**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**  
**CONSTRUCTION CONTRACTS**

---

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

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

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

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

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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Department of LWD, Construction EEO Monitoring Program may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Department of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Department of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A). If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time, and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities to minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines or is so notified by the Division that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B). If good faith efforts to meet targeted employment goals have not or cannot be met for each construction grade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

1. To notify the public agency compliance officer, the Department of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Department of LWD, Construction EEO Monitoring Program pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
2. To notify any minority and women workers who have been listed with it as awaiting available vacancies;
3. Prior to commencement of work, to request that the local construction trade union refer minority and , women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
4. To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
5. If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

6. To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

- i. The contractor or subcontractor shall interview the referred minority or women worker.
- ii. If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work: of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that die individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Department of LWD, Construction EEO Monitoring Program., If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
- iii. The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in paragraph (a) above, whenever vacancies occur. At the request of the Department of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.
- iv. If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Department of LWD, Construction EEO Monitoring Program.

7. To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Department of LWD, Construction EEO Monitoring Program and submitted promptly to the Department of LWD, Construction EEO Monitoring Program upon request.

(C). The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction total, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that,

in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Department of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA 201) electronically provided to the public agency by the Department of LWD, Construction EEO Monitoring Program through its website for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Department of LWD, Construction EEO Monitoring Program and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D). The contractor and its subcontractors shall furnish such reports or other documents to the Department of LWD, Construction EEO Monitoring Program as may be requested by the Department of LWD, Construction EEO Monitoring Program 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 Department of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

EXHIBIT J



*State of New Jersey*

DEPARTMENT OF THE TREASURY  
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION  
33 W. STATE STREET  
PO BOX 034  
TRENTON, NEW JERSEY 08625-0042

REPLY TO:  
TEL: (609) 943-3400  
FAX: (609) 984-8495

**TOTAL AMOUNT OF  
UNCOMPLETED CONTRACTS**

*(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)*

*I Certify that the amount of uncompleted work on contracts is \$ \_\_\_\_\_.*

*The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.*

*I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.*



Respectfully submitted,

By \_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Phone

*Sworn to and  
subscribed before me  
This day of  
20*

**Notary Public**

**DPMC 701 (3/05)**



EXHIBIT K

**NO MATERIAL CHANGE OF CIRCUMSTANCES AFFIDAVIT**

I, \_\_\_\_\_, being of full age, under oath depose and say:

1. I am an owner, partner, shareholder or officer of the proposer named below and am duly authorized to execute this affidavit on its behalf.

2. A statement as to the financial ability, adequacy of plant and equipment, organization and prior experience of the proposer, as required by N.J.S.A. 18A:18A-28, has been submitted to the Department of Treasury within the last twelve (12) months preceding the date of opening of proposals for this contract.

3. I certify, as required by N.J. S.A. 18A:18A-32, that there has been no material adverse change in the qualification except as set forth herein as follows:

\_\_\_\_\_

4. I hereby certify under penalty as provided by law, that there is not now pending any litigation or other action that may jeopardize my rating, status or contract limits from their current limits.

SEAL

\_\_\_\_\_

Firm

By: \_\_\_\_\_

Signature

(Print or Type Name)\_\_\_\_\_

(Title) \_\_\_\_\_

Sworn and subscribed to before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public of \_\_\_\_\_

**EXHIBIT L**  
**CERTIFICATION REGARDING POLITICAL CONTRIBUTIONS**

Name of Contractor/Proposer: \_\_\_\_\_

Type of Entity:

(Check one) \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual/Sole Proprietor

1. The undersigned certifies that the above named Contractor/Proposer has not made a contribution in excess of \$300.00 to any member of the **Montclair Board of Education** during the past 12 months.

2. The undersigned acknowledges that:

- 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, and
- when the business entity is other than a natural person, a contribution by any person or other business entity having an interest in the business entity shall be deemed a contribution by the business entity. “Interest” for purposes of this certification is defined as ownership or control of more than 10% of the profits, assets or stock of a business.

3. The Contractor/Proposer agrees not to make any contribution between the proposal submission date and the date of the contract award that would bar the award of the contract to the proposer pursuant to N.J.A.C. 6A:23A-6.3 and further agrees that, if awarded the contract, it is not permitted to make any contributions to any member of the Board during the term of the contract.

4. Check which of the following applies:

a. \_\_\_\_\_ Attached hereto is a true copy of the Contractor/Proposer’s list of political contributions pursuant to Section 2 of C. 271, L. 2005 (N.J.S.A. 19:44A-20.26).

b. \_\_\_\_\_ The Contractor made no political contributions during the preceding 12 months that require reporting under Section 2 of C. 271, L. 2005.

The undersigned, being authorized to certify, hereby certifies that the information provided herein and in the attached list, if applicable, is in full compliance with N.J.S.A. 19:44-20.26 and N.J.A.C. 6A:23A-6.3.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions, amended for Boards of Education pursuant to N.J.A.C. 6A:23A-6.3

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education 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 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.

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

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 attached disclosure 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.

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**  
Required Pursuant to N.J.S.A. 19:44A-20.26 and N.J.A.C. 6A:23A-6.3(a)(4)

Part I – Contractor Information

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

Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26.

\_\_\_\_\_  
Signature                                  Printed Name                                  Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

- Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Contractor may attach continuation page as needed.

**EXHIBIT M**

**SWORN CONTRACTOR CERTIFICATION**

In accordance with N.J.S.A. 18A:7G-37, a prequalified contractor seeking to bid or propose school facilities projects, and any subcontractors required to be named in the bid or proposal under N.J.S.A. 18A:7G-1 et al., shall, as a condition of bidding or proposling, submit a sworn contractor certification regarding qualifications and credentials.

By signing and submitting this certification, the undersigned certifies that he or she is a principal owner or officer of the company and that the firm has the following qualifications and credentials:

- (1) A current, valid certificate of registration issued pursuant to “The Public Works Contractor Registration Act,” N.J.S.A. 34:11-56.48 et seq., and agrees to provide a copy of same prior to contract award;
- (2) A current, valid “Certificate of Authority” to perform work in New Jersey (if a corporation not incorporated in New Jersey), a copy of which is attached to this certification form;
- (3) A current, valid contractor or trade license required under applicable New Jersey Law for any trade or specialty area in which the firm seeks to perform work, a copy of which is attached to this certification form;
- (4) During the term of construction of the school facilities project, the contractor will have in place a suitable quality control and quality insurance program and an appropriate safety and health plan.

As the principal owner or officer of the company, I certify that, at the time of bidding or proposing for this project, the amount of the bid or proposal and the value of all this firm’s outstanding incomplete contracts does not exceed the firm’s existing aggregate rating limit.

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

Corporate Seal

Sworn and subscribed to before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public of \_\_\_\_\_  
My commission expires: \_\_\_\_\_, 20\_\_.

## PROPOSER'S CHECKLIST

THE ESCO WILL PROVIDE THE FOLLOWING CHECKLIST WHICH SHALL BE PROPERLY COMPLETED WITH THE PROPOSAL AND SUBMITTED TO THE BOARD AS PART OF THE PROPOSAL.

	Initials
<b>REVIEWED ALL RFP DOCUMENTS AND LAWS AND REGULATIONS THAT IN ANY MANNER MAY AFFECT COST, PROGRESS, OR PERFORMANCE</b>	
<b>FULLY COMPLETED EACH PROPOSAL SECTION AND ADHERED TO THE PROPOSAL FORMAT PROVIDED WITHIN THIS RFP</b>	
<b>FULLY COMPLETED AND INCLUDED ALL PROPOSAL FORMS (I, II, III, IV, V, &amp; VI)</b>	
<b>FULLY COMPLETED AND INCLUDED ALL "PROJECT QUALIFICATION CRITERIA" REQUIRED TO PROPOSE TO THIS RFP (LISTED BELOW):</b>	
• <i>Security Bond</i>	
• <i>Certificate of Insurance</i>	
• <i>State of New Jersey Public Works Contractor Registration included or to be provided later as required by law</i>	
• <i>State of New Jersey Business Registration Certificate included or to be provided later as required by law</i>	
• <i>State of New Jersey Department of Treasury Notice of Classifications</i>	
• <i>Non-Collusion Affidavit (EXHIBIT A)</i>	
• <i>Ownership Disclosure Certification to be Submitted with Proposal (EXHIBIT B)</i>	
• <i>Certificate of Equal Opportunity (EXHIBIT C)</i>	
• <i>Affirmative Action Questionnaire (EXHIBIT D)</i>	
• <i>Proof of New Jersey Division of Property Management and Construction Contractor Classification as C036 Energy Services Company</i>	
• <i>Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors (EXHIBIT E)</i>	
• <i>Disclosure of Investment Activities in Iran (EXHIBIT F)</i>	
• <i>Proposer Certification of Qualification and Credentials (EXHIBIT G)</i>	
• <i>Proposer Signature Form (EXHIBIT H)</i>	
• <i>Uncompleted Contracts Form (EXHIBIT J)</i>	
• <i>No Material Change of Circumstance Affidavit (EXHIBIT K)</i>	
• <i>Certification Regarding Political Contributions (EXHIBIT L)</i>	
• <i>Sworn Contractor Certification (EXHIBIT M)</i>	
<b>ACKNOWLEDGED ALL ADDENDA ON PROPOSER'S SIGNATURE FORM (EXHIBIT H)</b>	

**NOTE:** FAILURE TO COMPLY WITH RFP PROCESS, COMPLETION AND SUBMITTAL OF ALL THE ABOVE DOCUMENTS ON THE FORMS PROVIDED HEREIN, WILL RESULT IN A REJECTION OF YOUR PROPOSAL

By placing my initials in the boxes provided above, I acknowledge having read and fully understand all the requirements of each of the documents referenced herein.

PROPOSER (SIGNATURE): \_\_\_\_\_

PROPOSER (PRINT NAME): \_\_\_\_\_

DATED: \_\_\_\_\_