VENDOR APPLICATION PACKAGE

REVISED 3-8-2023

MIDDLESEX COLLEGE

PURCHASING DEPARTMENT

VENDOR INFORMATION					
Vendor Name					
Purchase Order Address			**Check/Payment Address**		
City	State	Zip	City	State	Zip
Phone Number			Fax Number		

Email for Purchase Orders		
Email for Accounts Receivable		
Email for Quote Requests		
Banking Information for ACH payment of invoices	Routing #	
	Account #	

REQUIRED DOCUMENTS: **Must be supplied before purchase orders are issued. Check off each attached document.**	
☐	Form W-9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf)
☐	New Jersey Business Registration Certificate (annual spending of $5,000+)
☐	New Jersey Certificate of Employee Information Report
☐	Insurance Certificate (on-campus maintenance, repair, and installation vendors; licensed professionals)
☐	Non-profits must provide IRS letter designating organization as a 501(c)3.
☐	Small, Minority, or Women Owned Business Enterprises are encouraged to submit their New Jersey Certificate(s).

If cooperative contract holder, provide contract information:	
Cooperative	
Contract #	
Expiration	

ADDITIONAL INFORMATION:	
Terms	Net 60 days (unless specified otherwise in a contract / agreement)
Freight	FOB Destination – charges to be included in cost of goods
1099-NEC	Vendors identified on W-9 as individual, partnership, LLC, or LLP will be supplied a 1099-NEC annually.

Name			
Signature			
Title		**Date**	

MIDDLESEX COLLEGE

PURCHASING DEPARTMENT

COMMODITY CODES					
SERVICES: (Choose all that apply)					
Asbestos/Mold Abatement	92600	☐	Mechanical	96200	☐
Charter Transportation	96178	☐	Moving	96256	☐
Concrete	91051	☐	Non-Hazardous Waste Disposal	96871	☐
Electrical	91438	☐	Painting	91054	☐
Elevator	91013	☐	Paving	91300	☐
Fencing	98815	☐	Pest Control	98872	☐
Fire Protection	99042	☐	Photography	91572	☐
General Construction	91200	☐	Plumbing	91060	☐
Hazardous Waste Disposal	92645	☐	Printing	96600	☐
HVAC	91036	☐	Roofing	91066	☐
Janitorial	91039	☐	Rental of Equipment	97500	☐
Landscaping	98852	☐	Telecommunications	91579	☐
Masonry	91051	☐	Temporary Employment	96400	☐
PRODUCTS: (Choose all that apply)					
Advertising	91503	☐	Janitorial	48500	☐
Alarms & Security Systems	68032	☐	Lab Supplies	49300	☐
Appliances & Window AC Units	04500	☐	Landscaping Supplies	59500	☐
Art Supplies	05000	☐	Lighting	28500	☐
Audio/Video	88000	☐	Machinery (Heavy Equipment)	54500	☐
Awards/Trophies	08078	☐	Medical	47500	☐
Books & Tests	71500	☐	Office Equipment & Supplies	61500	☐
Building Materials (Repair & Maintenance)	15000	☐	Paper	64500	☐
Chemicals	18000	☐	Park & Playground Equipment	65000	☐
Clothing	20000	☐	Photographic Equipment & Supplies	65500	☐
Communications (Radio, Satellite)	72500	☐	Plumbing Supplies	67000	☐
Computers (Hardware, PC's)	20400	☐	Printing Equipment & Supplies	70000	☐
Conferences, Lodging & Training	91523	☐	Promotional Items	03778	☐
Electrical Equipment/Supplies	28500	☐	Safety	34500	☐
Electronic Components	28700	☐	Scientific	78500	☐
Fax Machines	60000	☐	Signage	80100	☐
Floor Coverings	36000	☐	Software Packages	20800	☐
Food	39300	☐	Sporting Goods/Athletic Supplies	80500	☐
Forms (Preprinted)	39500	☐	Tools & Equipment	44500	☐
Fuel & Lubricants	40500	☐	Traffic Devices	55000	☐
Furniture	42500	☐	Vehicles	07000	☐
HVAC Equipment & Supplies	03100	☐	Window Treatments	87000	☐
Identification (Personal)	65578	☐	Other: (Please Specify)		
Insurance	95300	☐			

DISCLOSURE OF PROHIBITED ACTIVITES IN RUSSIA / BELARUS OR INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION - RESPONDENTS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.
Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiaries, or affiliates, is identified on the Department of Treasury's Russia-Belarus or Chapter 25 list as a person or entity engaging in investment activities in Russia, Belarus, or Iran. Both lists are found on the Treasury's website at the following addresses:
https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

Respondents **must** review this list prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus, and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contract is found to be in violation of law, action may be taken as appropriate and as may be 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 law, that neither the person/entity listed above nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25. 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. **Skip Part 2 and sign and complete the Certification.**

OR

☐ **I am unable to certify as above because I or the entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Russia-Belarus and/or Chapter 25 Iran 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
PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the person/entity, or one of its parents, subsidiaries or affiliates, engaging in the prohibited activities in Russia or Belarus or the investment activities in Iran outlined above by completing the boxes below. If you need to make additional entries or provide more details, use additional pages.

Name _____ Relationship to Respondent/Vendor _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Respondent/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 the Board of Trustees of Middlesex College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the College to notify the College in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with M County College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

EXHIBIT A: MANDATORY EQUAL OPPORTUNITY LANGUAGE
(N.JS.A. 10.5-31 et seq.) (N.J.A.C. 17-27)

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the Consultant agrees as follows:
The Consultant or subconsultant, 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, Consultant will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treating during employment, without regarding 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 Consultant 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 Consultant or subconsultant, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, 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 Consultant or subconsultant will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Consultant's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contract or subconsultant, 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 Consultant or subconsultant agrees to make good faith efforts to meet targeting county employment goals established in accordance with **N.J.A.C. 17:27-5.2**.

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

The Consultant or subconsultant agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing consultants 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 confirming with the targeted employment goals, the Consultant or subconsultant agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Consultant 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The Consultant and its subconsultants shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17-27**.

_____
Signature

_____
Name

_____
Name of Firm

STATEMENT OF OWNERSHIP DISCLOSURE

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH MIDDLESEX COLLEGE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

VENDOR _____ **ADDRESS** _____

	YES	NO
1. Vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary.	☐	☐
2. Vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary. A Sole Proprietor is a person who owns an unincorporated business by an individual. A single member LLC is **not** Sole Proprietor.	☐	☐
3. Vendor is a **corporation, partnership, or LLC** with individuals, partners, members, stockholders, corporations, partnerships, or LLCs owning a 10% or greater interest; and therefore, disclosure is necessary.	☐	☐

*If you answered **YES** to Question 3, you must disclose the information requested in the space below:

(a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
(b) all individual partners in the partnership who own a 10% or greater interest therein; or,
(c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

Entity Name (if applicable)	Individual Name and Title (if applicable)	Home / Business Address	Annual Filing Web Address & page # (if applicable)

PUBLICLY TRADED ENTITIES

In lieu of completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest. ***Attach additional sheets as necessary.***

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 acknowledge that the Board of Trustees of Middlesex College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the College to notify the College in writing of any changes to the answers and information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Middlesex College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

AUTHORIZED AGENT _____ **TITLE** _____

SIGNATURE _____ **DATE** _____

NAME OF COMPANY _____

COMPANY ADDRESS _____

FEDERALLY FUNDED PROCUREMENTS

Federal Equal Opportunity Notification

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I Financially assisted program or activity; providing opportunities in or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. If you think that you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipients has designated for this purpose); or the Director, Civil Rights Center (CRC) US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC Complaint within 30 days of the 90-day deadline (in other words, with 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision of resolution, you may file a complaint with CRC. You must file your CRC Complaint within 30 days of the date on which you received the Notice of Final Action.

***Copeland "Anti-Kickback" Act* (18 U.S.C. 874 and 40 U.S.C. 276c)**

Contracts and sub-grants in excess of $2,000 for construction or repairs awarded by recipients and sub recipients must include a provision for compliance with Copeland "Anti-Kickback" Act (18 U.S.C 874) as supplemented by Department of Labor regulations (29 CFR Part 3 - Bidders and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each Bidder or sub-recipient shall be prohibited from inducing, by any means any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

***Davis-Bacon Act, as amended* (40 U.S.C 276a to a-7)**

When required by Federal program legislation, all construction contracts awarded by the recipients and sub-recipients of more than $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C 276a to a-7) and as supplemented by the Department of Labor regulations (29 CFR Part 5 – Labor Standards Provision Application to Contracts Governing Federally Financed and Assisted Construction). Under this Act, Bidder s shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specific in a wage determination made by the Secretary of Labor. In addition, Bidder s shall be required to pay wages not less than once a week.

***Contract Work Hours and Safety Standards Act* (40 U.S.C. 327-333)**

Where applicable, all contracts awarded by recipients in excess of $2,000 for construction contracts and in excess of $2,500 for other contracts that involve the employment of mechanics or laborers must include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by the Department of Labor regulations (29 DRF Part 5). Under Section 102 of the Act, each Bidder shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts from transportation or transmission of intelligence.

Rights to Inventions Made Under Contract or Agreement

Contracts or agreements for the performance of experimental, developmental or research work must provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401 – Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations promulgated by the awarding agency.

***Clean Air Act* (42 U.S.C. 7401 et seq.) *and Federal Water Pollution Contract Act* (33 U.S.C. 1251 et seq.)**

As amended, Contracts and sub grants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.) Violations shall be reported to ED and the Regional Office of the Environmental Protections Agency (EPA).

***Byrd Anti-Lobbying Amendment* (31 U.S.C 1352)**

Vendor contract awards in excess of $100,000 shall file the attached certification. Each tier certifies to the tier above that it will not and has not used Federal appropriation funds to pay any person or organization for influencing or attempting an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O. 12549 and E.O. 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusion in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p 189) and 12689 (CFR Part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names and parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref 2 CFR 200.212).

CERTIFICATION

By signing below, vendors certify that they will comply with the following regulations when federal funds are used. ***The College will indicate on the purchase order when the funding source is federal.*** *If the contract exceeds $100,000, a "Certification Regarding Lobbying" and, if applicable, the "Disclosure of Lobbying Activities" must be submitted (forms to be provided separately).*

Signature	Date
Name (Print)	Title
Firm Name	Email