



VENDOR APPLICATION PACKAGE

Email to purchasing@middlesexcollege.edu upon completion.

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.

<input type="checkbox"/>	Form W-9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf)
<input type="checkbox"/>	New Jersey Business Registration Certificate (annual spending of \$5,000+)
<input type="checkbox"/>	New Jersey Certificate of Employee Information Report
<input type="checkbox"/>	Insurance Certificate (on-campus maintenance, repair, and installation vendors; licensed professionals)
<input type="checkbox"/>	Non-profits must provide IRS letter designating organization as a 501(c)3.
<input type="checkbox"/>	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	

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 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 P.L. 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract must complete the certification below 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 Chapter 25 list as a person or entity engaging in investment activities in Iran. The list can be found on the Division's website at the 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 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 the 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 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

PROVIDE FURTHER INFORMATION RELATED TO 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 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 Middlesex 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: _____

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor¹") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

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

CHECK THE APPROPRIATE BOX

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

OR

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

OR

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

Attach additional sheets if necessary

Signature of Vendor's Authorized Representative

Date

Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor Name

Vendor Phone Number

Vendor Address (Street Address)

Vendor Fax Number

Vendor Address (City/State/Zip Code)

Vendor Email

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

**EXHIBIT A: MANDATORY EQUAL OPPORTUNITY LANGUAGE
(N.J.S.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 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 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |

*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