



# WATCHUNG HILLS REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PhD  
SUPERINTENDENT

WILLIAM J. SCHOLTS, CPA, PSA  
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA, EDD  
PRINCIPAL

## Annual Contract Renewal/New Vendor Checklist: 2026

*Please ensure all the following items are addressed or included in your quote package. Incomplete submissions may delay contract approval and purchase order processing.*

- **Quote Details:**
  - Include the applicable **Public Purchasing Co-op (e.g., EdData, ESCNJ)** or **State Contract bid number** on every quote.
  - Provide a clear breakdown of **parts and labor** for each quote, with a final total price at the bottom.
  - Clearly indicate the **markup percentage** for any parts.
  - Explicitly state on the quote that all pricing is valid through **July 15, 2026** (or for at least 90 days from the date of quote for new vendors).
- **Required Certifications:**
  - Signed **WHRHS Purchasing Procedure** (Annual).
  - Completed and signed **Vendor Information Form** (Annual).
  - Signed **Disclosure of Investment Activities in Russia, Belarus, and Iran Form** (Annual).
- **Business Documentation:**
  - A current copy of your **New Jersey Business Registration Certificate (NJBRC)**.
  - A current **W-9 form**.

### Submission Instructions

Please compile all required documents into a single PDF file (if possible) and submit your renewal/vendor package with quotes via email to both of the following recipients:

- **Mark Snowden, Director of Operations:** [msnowden@whrhs.org](mailto:msnowden@whrhs.org)
- **Jen Caprari, Secretary of Operations:** [jcaprari@whrhs.org](mailto:jcaprari@whrhs.org)



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## **BUILDINGS & GROUNDS PURCHASING PROCEDURES FOR VENDORS**

### **Quotes and Proposals**

All vendor quotes or proposals must be submitted via email and include the following:

- Detailed work/item descriptions.
- Itemized labor breakdown and itemized parts breakdown.
- Markup percentages for parts, if applicable.
- Tentative dates for service(s) or delivery.
- Shipping rates, if applicable, or a statement that shipping is included.
- Cooperative contract number or State contract number, if applicable.
- Public Works registration documentation, if applicable.
- NJBRC and W-9 forms (for new vendors).
- **Time & Materials jobs** must include a 24-hour email response commitment

### **Exemption from Sales Tax**

WHRHS is a public school district and is exempt from paying sales tax on all purchases.

### **Purchase Order Requirement**

**IMPORTANT: No work may begin or orders shipped without an approved, signed WHRHS purchase order (PO) emailed to the vendor by the WHRHS Business Office.**

- **Diagnostic or “Not to Exceed” PO:** The total amount on the PO cannot be exceeded. Repairs should be quoted separately.
- Any additional work or charges must be approved via email by the Director of Operations or designated WHRHS representative **before** proceeding.

### **Vendor Arrival and Check-In** *(For Maintenance, Diagnostic, and Repair Work)*

1. **On-Site Contact:** Mark Snowden, Director of Operations, at **908-295-2046**. All work must be scheduled **in advance** with Mark via phone or email at [msnowden@whrhs.org](mailto:msnowden@whrhs.org) and to Secretary of Operations, Jen Caprari, at [jcaprari@whrhs.org](mailto:jcaprari@whrhs.org)
2. **Security:** All contractors must first check in at the Main Entrance Security Desk and obtain a badge. *Technicians who show up and don't sign in will be turned away from the school.*
3. **Log Book:** All contractors must then sign in at the vendor log book near the Buildings & Grounds (B&G) Office, noting the PO number, reason for visit, and time in.
4. **Reporting:** Notify the Director of Operations or a WHRHS maintenance staff member about the status of the work and leave a service report.
5. **Check-Out:** Upon departure, sign out of the log book and return any radios or key cards.



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## Invoices and Payment

- **PO Issuance:** The PO will be emailed to your accounting office from WHRHS Accounts Payable once approved.
- **Signature Required:** Please have the PO signed by an authorized person at your establishment and returned to accounts payable via email.
- **Submission:** All invoices, signed POs, and supporting documents must be emailed to the WHRHS Accounts Payable Coordinator, Stacey Viscariello, at [sviscariello@whrhs.org](mailto:sviscariello@whrhs.org).
- **Documentation:** The corresponding PO number must be clearly marked on all shipments, service tickets, reports, packing slips, and invoices.
- **Payment Schedule:** Payment is issued by check after items are received/services are completed. For recurring contracts, submit an invoice after each service.
- **Fiscal Year Deadline:** **All work must be scheduled, completed, and invoiced before June 30th of each school year.** Failure to do so may result in the purchase order being closed at the end of the academic fiscal year, which may delay or complicate payment.

## Acknowledgment

By signing below, you acknowledge receipt and understanding of these procedures:

### Vendor Signature

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

### Printed Name:

\_\_\_\_\_

### Company Name:

\_\_\_\_\_ **Title:** \_\_\_\_\_



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## Yearly Contractor / Vendor Information Form

Vendor Name:			
Address			
Email:			
Contact Person:		Phone Number:	
Co-op #	Ed Data #	State Contract #	
VALID THROUGH DATE BASED ON ED DATA/ COOP / STATE CONTRACT:			
Labor Hour Rates			
Straight Time	O.T.	Double Time	Emergency
Material Mark Up:			

**Vendor Certification - must be signed by vendor:** I swear (affirm) under the penalty of perjury that the prices and products listed on this proposal conform to the applicable cooperative bid or state contract award as represented on this form. All representations made by our company can be supported by documentation listed with the applicable cooperative bid/state contract award.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS &amp; INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey 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 ("<a href="#">Russia-Belarus list</a>") or in Iran pursuant to P.L. 2012, c. 25 ("<a href="#">Chapter 25 list</a>").</p>					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

# Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

## Part 1: Certification

### COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services 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, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed 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 contractor 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.

## CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities 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 ("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. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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 below.)*

**IF UNABLE TO CERTIFY**



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**Part 2: Additional Information**

**PLEASE 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 or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### Part 3: Certification of True and Complete Information

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

*I acknowledge that the Watchung Hills Regional High School-(WHRHS) is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the WHRHS to notify the WHRHS Business Office 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. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the WHRHS and that the WHRHS at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

# Watchung Hills Regional High School Purchasing Manual

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(Appendix E)

WHRHS  
Business Office  
108 Stirling Road  
Warren, NJ 07059

**TO: All Vendors**

**Date:** 3/12/2026

## **UNAUTHORIZED ORDERS**

### **Official Notification**

#### **Authorized Purchases**

The WHRHS Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the WHRHS Board of Education require:

- ***Written Purchase Order;***
- ***Purchase Order Number; and an***
- ***Authorized Signature (Purchasing Agent)***

#### **Unauthorized Purchases**

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

#### **Vendors' Responsibility**

- **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with an authorized signature and a purchase order number.

- **Contact the Business Office!**

Please alert the Business Office at extension 4850 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The WHRHS Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

#### **Authorized Signatures**

The WHRHS Board of Education will only recognize purchase orders signed by:

**William Scholts, CPA, PSA  
Business Administrator, Board Secretary**