

SUSSEX COUNTY COMMUNITY COLLEGE Board of Trustees



**Tuesday, April 22, 2025 - 5:00 p.m.
Executive Office Board Room**



**Board of Trustees Regular Meeting
Tuesday, April 22, 2025 – 5:00 p.m.
Executive Office Board Room**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, NJ Herald, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on December 6, 2024, when the yearly schedule was posted. The Executive Session public notice was transmitted on April 16, 2025, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the Executive Session on March 26, 2025. (Attachment pg. 1, Resolution No. GI04222025-1)
 - 1.6.2 Minutes from the Regular Meeting on March 26, 2025. (Attachment pgs. 2-7, Resolution No. GI04222025-2).
 - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 8-12, Resolution No. GI04222025-3).
 - Personnel and Curriculum Committee – April 15, 2025.
 - Audit and Policy Committee – April 15, 2025.
 - Finance and Facilities Committee – April 15, 2025.

2. Consent Agendas – ACTION/RC

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions: March 12, 2025 – April 8, 2025. (Attachment pgs. 13 & 14, Resolution No. P04222025-1)
 - 2.1.2 Approval of One Sabbatical Leave for the '26-'27 AY. This may be taken as either a one-semester leave at full pay or for one full year at one-half of the unit member's annual salary. (Attachment pg. 15, Resolution No. P04222025-2)
- 2.2 Approval of Curriculum Items
 - 2.2.1 New Academic Certificate: Patient Care Technician.(Attachment pg. 15, Resolution No. CI04222025-1).
 - 2.2.2 New Certificate of Achievement in American Sign Language. (Attachment pg. 16, Resolution No. CI04222025-2).
 - 2.2.3 Change in Nomenclature from A.A.S Technical Studies: Machine Tool Technology Option to A.A.S. Technical Studies: Advanced Manufacturing Option. (Attachment pg. 16, Resolution No. CI04222025-3).
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 301.1 Standards for Conferring Degrees. There are no changes to the policy. There are changes in the procedures. (Attachment pg. 17, Resolution No. AP04222025-1).
 - 2.3.2 Policy No. 301.3 Awarding of Posthumous Degree. There are no changes to the policy. There are changes in the procedures.(Attachment pg.18, Resolution No. AP04222025-2).
 - 2.3.3 Policy No. 500.2 Minors on Campus. There are no changes to the policy. There are changes in the procedures. (Attachment pg. 19, Resolution No. AP04222025-3)
- 2.4 Approval of Finance Items
 - 2.4.1 HQW for Architectural Services. ATC Building Construction Documents, Bidding/Awarding Construction Administration (Phase 3). Total: \$26,000.00. Chapter 12. (Attachment pgs. 20-24, Resolution No. BFF04222025-1)
 - 2.4.2 HQW for Architectural Services. Building L - Central Building Automation System and HVAC. Total: \$35,200.00. Chapter 12. (Attachment pgs. 25-30, Resolution No. BFF04222025-2)

- 2.4.3 HQW for Architectural Services. Building L - Learning Commons Interior Finishes Selection. Total: \$19,750.00. Chapter 12. (Attachment pgs. 31-36, Resolution No. BFF04222025-3)
- 2.4.4 HQW for Architectural Services. Building R, Horton Mansion - Sewer Line/Parking Lot Coordination – Bidding & Awarding. Total: \$ 19,500.00. Chapter 12. (Attachment pgs. 37-41, Resolution No. BFF 04222025-4)
- 2.4.5 HQW for Architectural Services. New Scoreboard & Well Electric. Total: \$41,650.00. Chapter 12. (Attachment pgs. 42-47, Resolution No. BFF04222025-5)
- 2.4.6 CDW for VMware License Renewal (Renewal needed 4/10/25). Allows for many virtual servers, share drives, domain and device registries, 12 Jenzabar servers, remote access system, ID card system, and six host servers. \$93,749.76 (3-year renewal). Operating funds. (Attachment pgs. 48-54, Resolution No. BFF04222025-6)
- 2.4.7 Laerdal for Simulation Manikin. Full-body simulator that mimics human anatomy and physiology. Total: \$168,387.69. Chapter 12. (Attachment pgs. 55-59, Resolution No. BFF04222025-7)
- 2.4.8 Increase Bid Threshold Approval to \$41,600. (Resolution No. BFF04222025-8)

2.5 Approval of Facilities Items

- 2.5.1 Wallkill Group for PSTA Renovation. Total: \$310,000.00. Chapter 12 (25%), Reserves (75%). (Attachment pgs.60-100, Resolution No. BFF04222025-9)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of March 2025 Financial Statements. (Attachment pgs. 101-111, Resolution No. GI04222025-4)

4. Reports

- 4.1 Correspondence File – (Attachment pgs. 112-121)

5. Presentations – Student Spotlight – Mia Sciabica

Mia Sciabica, who will be graduating this May, has been the Vice President of Scholarship for the college's chapter of PTK since Fall 2024. In that time, she made great strides in her community service and fundraising initiatives, increasing the visibility of PTK on campus. She is a Silver Coca-Cola Scholar and our chapter's nominee to the All-State NJ Academic Team. She has accomplished all this while maintaining the responsibilities of a working student, applying to four-year institutions, and maintaining high grades across her classes.

6. Courtesy of the Floor on General Matters (Public Session-5 Minutes per Speaker)

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee and Alumni Trustee Activity Update

7.2 President's Report

7.3 Chair's Comments

7.4 The next meeting of the Board of Trustees will take place on Tuesday, May 27, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist. However, it is not presently known if and when that will be.

The Executive Session is expected to last approximately 60 minutes. After the Executive Session, action may or may not be taken.

9. **Adjournment**



Board of Trustees
Wednesday, March 26, 2025
Executive Office Board Room

EXECUTIVE SESSION MINUTES

Start: 4:04 p.m.

End: 4:50 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer (for the first part of the discussion), Mrs. Fullem, and Mrs. Fina.

- The Board discussed the separation agreement between Sussex County Community College and Dr. Jon Connolly.
- The presidential search process was discussed. Mrs. Fullem will provide past timelines.

At 4:50 p.m. Mr. Santonastaso moved to adjourn from the Executive Session. Mr. Schick seconded the motion. The motion carried unanimously.

Approved:



**Board of Trustees Regular Meeting
Wednesday, March 26, 2025
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Yardley, Chair, called the meeting to order at 4:02 p.m.
- 1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, NJ Herald, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on Wednesday, March 12, 2025 pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance

The following were present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-Interim President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff/Liaison to the Board, and Recording Secretary.

Also present: Mrs. Pappan-Vice President of Finance and Administration, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation, Ms. Caputo-Director of Human Resources, and Mrs. Fina-College Counsel.
- 1.4 **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist. However, it is not presently known if and when that will be.

The Executive Session is expected to last approximately 50 minutes. After the Executive Session, action may or may not be taken.

At 4:04 p.m., Mr. Schick moved to enter into Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

At 4:50 p.m., Mr. Santonastaso moved to adjourn from the Executive Session. Mr. Schick seconded the motion. The motion carried unanimously.
- 1.5 Mr. Yardley welcomed the guests and noted:

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

At this time, Mr. Santonastaso requested recognition. Mr. Yardley said, "Recognized." Mr. Santonastaso indicated that he would like to have a vote on the separation agreement, as discussed by the board.

Mrs. Fina, college counsel, said the Board needs a motion on the additional agenda item to approve "the separation agreement between Sussex County Community College and Jon Connolly."

Mr. Santonastaso moved to approve the separation agreement between Sussex County Community College and Jon Connolly. Mr. Cable seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mrs. Pepe, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

1.6 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

Mr. Santonastaso moved to open the floor. Mr. Cable seconded the motion. The motion carried unanimously.

No one spoke.

Mr. Santonastaso moved to close the floor. Mr. Cable seconded the motion. The motion carried unanimously.

ACTION 1.7 Approval/Acceptance of Minutes

Dr. Silverthorne moved to approve/accept all minutes noted below. Mrs. Pepe seconded the motion. The motion carried unanimously.

1.7.1 Minutes from the Executive Session on February 13, 2025. (Resolution No. GI03262025-1)

1.7.2 Minutes from the Special Meeting on February 13, 2025. (Resolution No. GI03262025-2)

1.7.3 Minutes from the Executive Session on February 25, 2025. (Resolution No. GI03262025-3)

1.7.4 Minutes from the Regular Board Meeting on February 25, 2025. (Resolution No. GI03262025-4)

1.7.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI03262025-5)

- Personnel and Curriculum Committee – March 18, 2025.
- Audit and Policy Committee – March 18, 2025.
- Finance and Facilities Committee – March 18, 2025.

2. Consent Agendas – ACTION/RC

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

- The Chair of the Personnel and Curriculum Committee indicated that the committee met last week and discussed new hires. There is also a resolution to consider a change in nomenclature to better align with industry standards.
- The Chair of the Audit and Policy Committee indicated that all is quiet and that the audit and policy items on the agenda appear to be in order.
- The Chair of the Finance and Facilities Committee indicated that everything stands as it is on the Consent Agenda.

Ms. Quinn moved to approve all items on the Consent Agenda. Mr. Schick seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mrs. Pepe, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

- 2.1.1 Personnel Actions: Personnel Actions: February 11, 2025 – March 11, 2025. (Resolution No. P03262025-1)

2.2 Approval of Curriculum Items

- 2.2.1 Change in nomenclature for the 32-credit academic certificate, currently entitled, “Machine Tool Technology” to “Advanced Manufacturing”. (Resolution No. CI03262025-1)

2.3 Approval of Policy Items

- 2.3.1 Re-adopt Policy No. 301.87.1 Medical Appeal Policy. Changes to procedures. (Resolution No. AP03262025-1)
- 2.3.2 Re-adopt Policy No. 401.6 Purchasing Policy. Policy name change from “Procurement/Bidding” to “Purchasing.” Changes to procedures. (Resolution No. AP03262025-2)
- 2.3.3 Adopt Policy No. 401.11 SCCC Credit Card Policy. This is a new policy. (Resolution No. AP03262025-3)

- 2.3.4 Adopt Policy No. 401.12 SCCC Meal Reimbursement Policy. This is a new policy. (Resolution No. AP03262025-4)
- 2.3.5 Adopt Policy No. 401.13 Fixed Asset Policy. This is a new policy. (Resolution No. AP03262025-5)
- 2.4 Approval of Finance Items
 - 2.4.1 Change of signers on CDs that SCCC holds with First Hope Bank from Dr. Jon Connolly and Manal Meseha to Theresa Pappan and Cerene Belli. (Resolution No. BFF03262025-1)
 - 2.4.2 Microsoft OVS License Renewal from Dell for \$30,690.33. Operating Funds. (Resolution No. BFF03262025-2)
 - 2.4.3 All in One Workstations – Learning Commons from Dell for \$45,357. ELF Grant. (Resolution No. BFF03262025-3)
 - 2.4.4 Agreement with Skylands Stadium for athletic events including football, men's and women's soccer, and baseball, aligning with SCCC's fiscal year (July 1, 2025- June 30, 2026), for \$70,000/year. The total rental fee shall be paid in two equal installments: 50% (\$35,000) due before Fall sports begin (August 1, 2025), and 50% (\$35,000) due before Spring baseball begins (January 15, 2026). (Resolution No. BFF 03262025-4)
 - 2.4.5 Blanket P.O. Increase for Baldor Specialty Foods – Culinary Food Supplies. Current BPO \$15,000.00, Increase \$8,000.00, Total – \$23,000.00. Operating Funds. (Resolution No. BFF03262025-5)
 - 2.4.6 Website Upgrades with Hanson for an Estimated \$26,000-\$30,000. Chapter 12. (Resolution No. BFF03262025-6)
 - 2.4.7 Investment Firm Selection – The Investment Firm Selection Committee recommends Biondo as the new investment firm. They have lower fees and are a local firm with strong portfolio management. (Resolution No. BFF03262025-7)
- 2.5 Approval of Facilities Items
 - 2.5.1 Building A Second Floor Carpet – Hannon Floors. Remove old carpet and base and install new carpet tile for \$61,246.45. Chapter 12. (Resolution No. BFF03262025-8)
 - 2.5.2 Building L Second Floor Library Renovations – G. Meyer Group, for Base Bid: \$1,315,535, and Alternate: \$435,000.00 for a total of \$1,750,535. Reserves. (Resolution No. BFF03262025-9)

3. Finance – ACTION/RC

ACTION/RC 3.1 Readopt Policy No. 401.10 Cash Management. There are no changes.

Concerns were raised about risk allocation and investment strategy related to college cash reserves.

Mr. Santonastaso moved to table Policy No. 401.10 Cash Management for further review. Ms. Quinn seconded the motion. The motion carried unanimously.

ACTION/RC 3.2 Recommendation: Acknowledge Receipt and Review of February 2025 Financial Statements. (Resolution No. GI03262025-6)

- **Enrollment & Tuition:**
Enrollment remains strong for Spring, Summer, and Fall. Fall registration opened Monday and is already up 18% over last year. Tuition revenue is up 18% over February 2024 and exceeds budget.
- **Investments:**
The College sold its Morgan Stanley portfolio in February, realizing a gain of \$800,000. Funds are temporarily held at Providence Bank. A new investment firm has been selected, and the Finance Committee will discuss reinvestment strategy based on the prior 50/50 equity-fixed allocation.
- **Revenue & Expenses:**
Year-over-year revenue is lower due to the end of CARES Act funding. Expenses are in line, with continued pressure from health benefits. Variances in grants and aid are due to timing.
- **County Support:**
The Board of School Estimate approved the College's FY26 budget.
- **Credit Hours:**
Credit hours are above pandemic-year levels, with continued strong enrollment activity.

Mr. Santonastaso moved to acknowledge receipt and review of the February 2025 Financial Statements. Ms. Frank seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mrs. Pepe, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

4. Reports

4.1 The Correspondence File was received, reviewed, and filed.

5. **Presentations** – Student Spotlight - Jilyssa Stevens

Jilyssa Stevens did not apply to be a writing consultant. She earned it. Jilyssa has been a genuine asset to the Writing Center.

Jilyssa brings her driven personality to every aspect of the center, from coming to work early, having the most appointments, creating new ways to engage with the students, and decorating the center to keep the spirits high.

Because of her work to support students, she will also be earning the Presidential Award for Service to the Community later this semester.

6. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker)

Mr. Santonastaso moved to open the floor. Mr. Cable seconded the motion. The motion carried unanimously.

Maureen Murphy-Smolka, English faculty, addressed the board, noting her congratulations to Jilyssa, and a heartfelt acknowledgment of her well-deserved recognition.

Ms. Quinn moved to close the floor. Mr. Santonastaso seconded the motion. The motion carried unanimously.

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee and Alumni Trustee Activity Update – None this month.

7.2 The President’s Report is on file in the Office of the President.

7.3 The Board Chair commended the ongoing hard work of all Board members and their respective committees, noting that the results of these efforts are becoming increasingly evident. He expressed appreciation for the dedication shown by both the college staff and the Board, particularly highlighting the positive impact on student engagement and in-person learning. He emphasized the value of the college as not only an educational institution but also a place for social interaction, support, and the exchange of ideas. Congratulations were extended to the Interim President and the entire team for their continued progress, with encouragement to maintain this positive momentum.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, April 22, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Adjournment**

At 5:42 p.m., Mr. Schick moved to adjourn the meeting. Mr. Cable seconded the motion. The motion carried unanimously.

Approved:

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, April 15, 2025

MINUTES

Start: 2:58 p.m.

End: 3:00 p.m.

Present: Mr. Santonastaso-Chair, Dr. Homer, Dr. Okay, Mrs. Pappan, and Mrs. Fullem

POLICY

The following policies were presented to the committee.

- Policy No. 301.1 Standards for Conferring Degrees. There are no changes to the policy. There are changes in the procedures.
- Policy No. 301.3 Awarding of Posthumous Degree. There are no changes to the policy. There are changes in the procedures.
- Policy No. 500.2 Minors on Campus. There are no changes to the policy. There are changes in the procedures.

There were no comments or questions. *The policies will be presented to the Board of Trustees for re-adoption.*

AUDIT – None this month.

OTHER BUSINESS

There were no questions about the March 13, 2025-April 8, 2025 Incident Report.

**PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

Tuesday, April 15, 2025

Zoom Virtual Meeting

MINUTES

Start: 4:01 p.m.

End: 4:22 p.m.

Present: Ms. Quinn-Chair, Mr. Fiore, Mr. Santonastaso, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, Mrs. Caputo, Mr. Fruge, and Dr. Melik

PERSONNEL – The committee reviewed:

1. Personnel actions - March 12, 2025 – April 8, 2025, including full-time and part-time new hires, resignations/terminations/positions ended, and full-time and part-time open positions. *The committee agreed to bring to the Board of Trustees for approval.*

2. The recommendation for one Sabbatical Leave for the '26-'27 AY. This may be taken as either a one-semester leave at full pay or one full year at one-half of the unit member's annual salary. Dr. Okay explained the process:

- If the board approves the recommendation, faculty will be notified of the opportunity by May 1, 2025.
- Applications for sabbatical will be submitted and vetted internally.
- The board will receive one final recommendation for approval at the January meeting.

The committee agreed to bring to the Board of Trustees for approval.

CURRICULUM – The committee reviewed:

1. New Academic Certificate: Patient Care Technician.

- Introduced by Dr. Melik to meet growing local healthcare needs.
- Two-semester certificate includes ECG, phlebotomy, CPR, and national certifications.
- Program designed for students seeking direct entry into healthcare or considering future education in the field.

The committee agreed to bring to the Board of Trustees for approval.

2. New Certificate of Achievement in American Sign Language. *The committee agreed to bring to the Board of Trustees for approval.*

3. Change in Nomenclature from A.A.S Technical Studies: Machine Tool Technology Option to A.A.S Technical Studies: Advanced Manufacturing Option.

- The committee discussed outreach to past graduates to inform them of the updated program title for résumés and employment use.

The committee agreed to bring to the Board of Trustees for approval.

OTHER BUSINESS

- The committee reviewed the incident reports from March 13, 2025, to April 8, 2025.

**FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, April 15, 2025**

Zoom Virtual Meeting

MINUTES

Start: 5:01 p.m.

End: 6:16 p.m.

Present: Mrs. Frank-Chair, Dr. Silverthorne, Mrs. Pepe, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, Ms. Belli, Mr. Rago, Mr. Tsemberlis, and Mr. Stoppay

FINANCE

1. The committee reviewed the March 2025 Financial Statements and ***agreed to bring them to the Board of Trustees for acknowledgment of receipt and review***. Key points include:

- March revenue exceeded budget by 14% and the prior year by 2%.
- Tuition revenue exceeded budget by 6%.
- \$800,000 capital gain realized from Morgan Stanley investment sale.
- Expense pressures noted in:
 - Jenzabar consulting (to be eliminated after May)
 - Legal fees and repairs/maintenance
 - Health benefits (state plan provides 92–99% subsidy; future changes under review)
- Snowplow costs affected seasonal budget variance.
- Financial aid and grant variances are attributed to timing.

Discussion Highlights:

- Requested a quarterly update of the aligned balance sheet data (assets, liabilities, reserves).
- Agreement to include cash, investment, and working capital metrics.
- Operating expenses covered by cash reserves (target: 6–9 months).
- Working capital and current ratio benchmarks to be revisited.

2–8. The committee reviewed procurement memos. The following items were reviewed, and the committee ***agreed to move them to the Board of Trustees for approval***:

Item	Vendor	Description	Amount	Funding
2	HQW	ATC Construction Docs & Admin	\$26,000.00	Chapter 12
3	HQW	Building L BAS & HVAC	\$35,200.00	Chapter 12
4	HQW	Building L Learning Commons Finishes	\$19,750.00	Chapter 12
5	HQW	Building R Sewer Line Bidding	\$19,500.00	Chapter 12
6	HQW	Scoreboard & Electric	\$41,650.00	Chapter 12
7	CDW	VMware License Renewal (3-year)	\$93,749.76	Operating Funds
8	Laerdal	Simulation Manikin	\$168,387.69	Chapter 12

FACILITIES

1. The committee reviewed Walkkill Group for PSTA Renovation. **Total: \$310,000.00.** Chapter 12 (25%), Reserves (75%) and *agreed to bring to the Board of Trustees for approval.*
 - Project to resolve longstanding fire code violation.
 - Construction includes egress door, windows, and subterranean drainage.
 - Base bid plus optional drainage; approval includes full amount. The optional drainage amount will only be spent if the drainage work is needed after construction work starts.
 - Approved to move to the Board.

SAFETY AND SECURITY

1. The committee reviewed incident reports from March 13, 2025, to April 8, 2025.

OTHER BUSINESS

1. Revenue Discussion
 - Possible \$400–500k state aid cut.
 - Application counts are lower, but registration is strong.
 - No tuition increase proposed for FY26.
 - Contingency planning for FY27 if state cuts persist.
2. Health Insurance Discussion
 - A review of non-SHBP plans is underway (only 2 NJ colleges are not on SHBP).
 - SHBP provides a high subsidy (up to 99%).
 - Caution urged to maintain benefits as a recruitment/retention tool.
3. Capital Projects Review and Update
 - Reviewed project tracker with green/yellow/red status indicators. This information will be shared with the board moving forward.
 - Summary included Buildings A, C, D, E, R, and Adult Transition Center updates.
 - The committee appreciated the dashboard approach and requested regular updates.
4. Bid Threshold Recommendation
 - Committee approved increasing bid threshold to \$41,600.
 - Will allow more flexibility and faster processing.
 - College administration will continue to provide a list of expenditures under the threshold for transparency.
5. Past Bonds Update
 - \$4.8 million in prior Chapter 12 funds remain.
 - Projects scheduled to draw down most/all within 12 months.
 - FY26 bond allocation of \$1.1 million not yet included in the current total.
6. Additional Item: Employee Retention Credit (ERC)
 - College received \$2.3 million from IRS.
 - Credit will be utilized to support capital needs and the administration is exploring using a portion of the funds on a one-time bonus to faculty/staff.

Sussex County Community College

Personnel Actions: March 12, 2025 – April 8, 2025

NEW HIRES:

Full-time:

- Gary Crift – PT to FT Sr. Fire Instructor
- Richard Costello – PT to FT Campus Safety Specialist

Part-Time:

- Mercedes Lippert – Adjunct Chemistry
- Caden Pizzuto – Tutor Scribe
- Odin Randall – Computer Lab Assistant
- John Tierney – Assistant Baseball Coach
- Weldon Braxton – Moved from Asst Football Coach to Head Football Coach

RESIGNATIONS/TERMINATIONS/POSITION ENDED:

- Christian Torres – IT Specialist & Distance Learning Coordinator – Voluntary Resignation
 - Michael Fiore – Sr. Accountant – Voluntary Resignation
 - Jon Connolly – Associate Professor Biology – Mutual Agreement
-

ON LEAVE:

N/A

OPEN POSITIONS:

Full-Time:

- Accountant
- ERP Specialist
- Temporary One Year Math Instructor

Part-Time:

- PT Facilities Summer Worker
- PT Custodial Summer Student Worker
- PT Student Farm Assistant
- PT Athletic Equipment Manager & Assistant Football Coach
- PT Assistant Coach Football Defensive Back
- PT Assistant Coach Football Defensive Coordinator LB
- PT Assistant Coach Football Defensive Line
- PT Assistant Coach Football Recruiting Coordinator Nickel

- PT Assistant Coach Football Running Backs
- PT Assistant Coach Football Wide Receivers
- Adjunct – Art History
- Adjunct – Accounting
- Adjunct – Biology
- Adjunct – Business
- Adjunct – Business Management
- Adjunct – Electrical Line Worker
- Adjunct – Environmental Science
- Adjunct – Fire Science
- Adjunct – Math

**Academic Affairs
Board Agenda Items
April 2025**

ACTION ITEMS

1. Recommendation: Approval of one sabbatical leave for the '26-'27 AY.

Consistent with contract provisions, we are requesting Board approval for **one** sabbatical leave, for a tenured full-time faculty member, for the purpose of pursuing significant scholarly work. This may be taken as either a one-semester leave at full pay, or for one full year at one-half of the unit member's annual salary. This leave would occur within the '26-'27 AY year. Should one or more applicants apply, each application would be reviewed by the applicant's academic department, Dean, Chief Academic Officer, the College President, and, at the January '26 Board Meeting, by the Board itself. Only one sabbatical leave will be approved.

2. Recommendation: Approval of the following new Academic Certificate:
Patient Care Technician.

This 31-credit academic certificate provides individuals with a broad array of communication, social science and science courses. Required courses include ones in English composition, psychology, foundations of patient care, medical terminology, medical law and ethics, phlebotomy and specimen collection, cardiac monitoring, electrocardiography and practicums in patient care, among other critically needed coursework. Like our Medical Assisting certificate program, Patient Care Technology offers an alternate completion route for pre-nursing majors who are not able to successfully transfer into a nursing program, still allowing the individual to enter the broader health care field.

3. Recommendation: Approval of the following new Certificate of Achievement in American Sign Language.

This 12-credit certificate of achievement offers students in the Liberal Arts major an opportunity to complete four distinct levels of American Sign Language, utilizing a combination of Humanities and Liberal Art Elective requirements within their degree path. Post attaining their associates degree, students may decide to pursue advanced degrees in special education or social work, drawing on their advanced sign language acquisition skills in order to serve the deaf community. All four courses within this certificate of achievement have general education status, which will aid in their transferability to four-year institutions. Aside from liberal arts majors, it is possible that this certificate may be of interest to non-traditional, non-degree-seeking individuals who simply wish to explore this line of study for personal reasons or goals. Camden, Passaic, Middlesex and Union Community Colleges have similarly titled certificates of achievement in American Sign Language. SCCC is enthusiastic about initiating this COA for Fall 2025

4. Recommendation: Approval of the change in nomenclature from A.A.S Technical Studies: Machine Tool Technology Option to A.A.S Technical Studies: Advanced Manufacturing Option”.

We are making a change in the nomenclature of the formerly-named 60-credit degree option *Machine Tool Technology* program to better align it with equivalent programs in the state. Many peer institutions, such as Essex, Hudson and Morris, recognize the program as “Advanced Manufacturing”. Changing the name to align the program with state-recognized terminology will benefit students as it improves transferability and workforce recognition, and reframes the program to better represent its field. A similar nomenclature change was requested last month for the connected 32-credit academic certificate program.

Sussex County Community College
Policy No.: 301.1
Area: Academic Affairs
Adopted: September 25, 2018
(Renumbered policy 300.80)
Re-adopted:

301.1 Standards for Conferring Degrees

PURPOSE OF THE POLICY

The purpose of this policy is to establish criteria for conferring degrees.

GENERAL STATEMENT OF STANDARDS FOR CONFERRING DEGREES

The College is authorized to award degrees of associate in arts, associate in science, associate in fine arts, associate in applied arts, and certificates to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees shall conform to the standards established in this policy.

Sussex County Community College

Policy No.: 301.3

Area: Academic Affairs

Adopted: November 26, 2019

Re-adopted:

301.3 Awarding of Posthumous Degree

PURPOSE OF THE POLICY

The purpose of this policy is to establish criteria for awarding a degree posthumously to a Sussex County Community College student.

GENERAL STATEMENT OF AWARDING OF POSTHUMOUS DEGREE

A deceased student who did not complete all requirements for his/her degree at the time of death may be awarded a degree posthumously.

Sussex County Community College

Policy No.: 500.2

Area: Student Services

Adopted: February 26, 2019

Re-adopted:

500.2 Minors on Campus

PURPOSE OF THE POLICY

The purpose of this policy is to ensure the safety, protection and well-being of children brought to the campus, to maintain an academic environment conducive to learning, and to protect the College against liability arising from the risks associated with the presence of unattended/unsupervised minors.

GENERAL STATEMENT OF MINORS ON CAMPUS

As the College does not have a Child Care Center or any other appropriate space/location to adequately provide for unattended minors on the campus, minors are not permitted on campus property at any time unless under the immediate supervision of a parent/guardian, or enrolled in classes or a special program being offered and supervised by the College, or its authorized agent.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2025

SUBJECT: ATC Building Construction Documents, Bidding/Awarding
Construction Administration (Phase 3)

Description: Architectural Services

Vendor Name: HQW

Amount:	Construction Administration:	\$13,500.00	Billed Hourly, Estimated fee
	Bidding and Awarding:	\$5,500.00	Billed Hourly, Estimated fee
	Construction Documents:	\$6,500.00	Lump Sum Fee
	Reimbursable Expenses:	\$500.00	Estimated
	Total:	\$26,000.00	

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

April 8, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu

Project: Phase 3 ATC Building Construction Documents, Bidding/Award, Construction Administration

Dear Dr. Homer

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the Phase 3 ATC Project the Sussex County Community College in Newton, New Jersey.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Sussex County Community College (SCCC) intends to issue a single bid package to complete the remaining work required for the ATC Building. The following trades have already been purchased by SCCC and are not included in this bid package:

- Interior Framing
- HVAC
- Electrical
- Plumbing

The new bid package will include the remaining scope of work, specifically:

- Painting
- Flooring
- Drywall
- Ceilings
- Interior Doors & Frames

- Millwork, Trim, and Miscellaneous Carpentry
- Septic System (design completed; approval pending with Sussex County Health Department)

Our role will be to prepare an amended set of construction drawings and tailored bid specifications that reflect only the remaining scope of work outlined above. These documents will be developed using the existing construction documents as a base, ensuring consistency while clarifying and coordinating the work to be included in this final bid package.

In addition to the revised documentation, our team will provide full support during the Bidding and Award phase, as well as Construction Administration services throughout the duration of the remaining construction. This includes support for contractor RFI responses, submittal review, progress observations, and closeout coordination.

Project Phasing

Phase 1 – Construction Documents & Specifications

- a. HQW Design Team will complete the final Construction Documents as described above
- b. HQW Design Team will complete the final Division 1 Book Specifications

Phase 2 – Bidding & Award

- a. Manage and Distribute Bid Documents
- b. Review and Respond to contractor RFIs during the Bid Phase
- c. Attend (1) Pre-Bid Meeting
- d. Attend (1) Bid Opening Meeting
- e. Evaluate the contractor bid packages

Phase 3 – Construction Administration

- a. Attend (1) Pre-Construction Meeting
- b. Attend (6) bi-weekly project meetings
- c. Conduct field reports as needed to evaluate contractors work
- d. Review contractor shop drawings and submittals for conformance with design
- e. Review contractor payment application
- f. Review contractor RFIs during the Construction Phase
- g. Review contractor change orders
- h. Conduct (1) punch list surveys of the installed work and provide written report on the findings
- i. Review Close-out Documentation

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Basic Architectural Services Fees

Construction Documents	Lump Sum Fee of	\$ 6,500.00
Bidding & Award	Billed Hourly, Estimated Fee of	\$ 5,500.00
Construction Administration	Billed Hourly, Estimated Fee of	\$13,500.00
Reimbursable Expenses	Estimated	\$ 500.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP
Principal
HQW Architects LLC
14 North Village Boulevard
Suite C
Sparta, NJ 07871
P: 973.383.5550
C:862.266.4111
chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature Title Date

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate.....	\$90 per hour
Design Professional	\$125 per hour
Project Manager.....	\$150 per hour
Project Architect	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost.....	\$6 per sheet
30" x 42" Plotting/Scanning Cost.....	\$9 per sheet
Glossy Plot	\$15 per sheet
Foam Core Mounting	\$65 per sheet
8.5" X 11" Color Printing Cost.....	\$.10 per sheet
8.5" X 11" B/W Printing Cost.....	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Fees indicated as 'Estimated' shall be invoiced on an hourly basis up to the contract fee. In the event that we exceed the estimated fee by 10%, we will contact you for authorization to proceed. If you elect not to proceed, we will invoice you for services completed to date.
3. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
4. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
5. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 10, 2025

SUBJECT: Building L - Central Building Automation System

Description: Architectural Services

Vendor Name: HQW

Amount:	Construction Documents:	\$14,700.00
	Bidding and Awarding:	\$5,000.00
	Construction Administration:	\$15,500.00
	Total:	\$35,200.00

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

April 3, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu

Project: Building L Central Building Automation System

Dear Dr. Homer

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the Building L Central Building Automation System.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. This team includes consultants that are all familiar with the Building L and the Campus, including Strunk-Albert Engineering. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Following the completion of the Learning Commons renovation on the second floor of Building L at Sussex County Community College, the College intends to proceed with the installation of a centralized Building Automation System (BAS). This system will serve both the newly installed HVAC systems on the second floor and the existing HVAC systems throughout the remainder of the building. The goal is to provide seamless integration and remote monitoring capabilities through the College's existing Automated Logic campus-wide BAS platform.

The scope of this project includes the preparation of complete bid documents—drawings and specifications—for a new central BAS that will unify the building's mechanical systems and facilitate future integration efforts across campus.

The design team's responsibilities will include:

- **Mechanical (HVAC) Design:** Reimplementation and expansion of the central BAS design originally developed for the second floor Learning Resource Center. The design will extend

to include existing HVAC systems on the first floor of Building L, ensuring comprehensive integration into the College's Automated Logic system. Demolition plans will be prepared as necessary to support the BAS work.

- **Electrical Design:** Electrical distribution plans, load calculations, and panelboard schedules will be developed to support the new HVAC control systems.
- **Plumbing and Fire Protection Design:** No services are anticipated under this phase for these disciplines.

This project will result in a fully coordinated set of bid documents for use in soliciting construction services to implement the new Building Automation System for Building L.

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Owner Furnished Items

The following are to be provided by the owner for the completion of the project:

- a. HVAC Equipment Specs

Excluded Items

The following services are not included as part of this proposal but can be provided as an additional service:

Any scope not outlined in this document
CSI Book Specifications

Basic Architectural Services Fees

Construction Documents	Lump Sum Fee of	\$14,700.00
Bidding & Award	Billed Hourly, Estimated Fee of	\$ 5,000.00
Construction Administration	Billed Hourly, Estimated Fee of	\$15,000.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP
Principal
HQW Architects LLC
14 North Village Boulevard
Suite C
Sparta, NJ 07871
P: 973.383.5550
C:862.266.4111
chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature Title Date

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate	\$90 per hour
Design Professional	\$125 per hour
Project Manager	\$150 per hour
Project Architect.....	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost	\$6 per sheet
30" x 42" Plotting/Scanning Cost	\$9 per sheet
Glossy Plot.....	\$15 per sheet
Foam Core Mounting.....	\$65 per sheet
8.5" X 11" Color Printing Cost	\$.10 per sheet
8.5" X 11" B/W Printing Cost	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Fees indicated as 'Estimated' shall be invoiced on an hourly basis up to the contract fee. In the event that we exceed the estimated fee by 10%, we will contact you for authorization to proceed. If you elect not to proceed, we will invoice you for services completed to date.
3. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
4. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
5. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 7, 2025

SUBJECT: Building L - Learning Commons Furniture and interior Finishes Selection

Description: Architectural Services

Vendor Name: HQW

Amount:	Furniture Selections:	\$12,500.00
	Bidding and Awarding:	\$1,000.00
	Interior Finish Selections:	\$5,500.00
	Punch list:	\$750.00
	Total:	\$19,750.00

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

April 2, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu

Project: Building L Learning Commons Furniture and Interior Finishes Selection

Dear Dr. Homer

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the Building L Learning Commons Furniture and Interior Finishes Selection at the Sussex County Community College in Newton, New Jersey.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Furniture Selections

Our team will provide professional furniture design and selection services, including:

- **PowerPoint Presentation:** A curated visual presentation of all proposed furniture selections for review by the College.
- **Two Review Meetings:**
 - Initial Presentation: Review of proposed selections with representatives from SCCC.
 - Revision Meeting: Final presentation incorporating feedback and alternate options, if required.
- **Bid Package Preparation:** A complete and detailed bid document including:
 - Furniture schedule
 - Product descriptions, finish selections, and quantities
 - Manufacturer and model numbers
 - Performance and durability specifications suitable for institutional use

- **Bid Support:** Timely responses to bidder Requests for Information (RFIs) during the procurement process. All the furniture selected will be available through State Contract or Cooperative
- **Construction Administration (Limited Scope):** Our involvement during installation will be limited to conducting one final punchlist meeting for furniture placement and acceptance.

Interior Finish Selections

During the design phase, our team developed material and finish selections to support the renderings and establish a basis for the interior finish plans and specifications. These selections were intended to illustrate the design intent and provide the College with a strong starting point for final decision-making. The ultimate responsibility for selecting finishes was deferred to the College.

As part of this scope, we will:

- **Order Samples:** Procure physical samples of the materials used in the renderings, along with the full range of available finish options from the manufacturers for review and comparison.
- **Four Review Meetings:**
 - Meeting 1: Presentation of initial finish selections and samples
 - Meeting 2: Presentation of selected finish selections and samples to library staff
 - Meeting 3: Review of College feedback and exploration of alternate options
 - Meeting 4: Finalization of all material selections
- **Coordination with GMG:** We will coordinate all final finish selections with **GMG**, the general contractor, as part of our current **construction administration contract**.
- **Coordination with Furniture Selections:** Interior finishes will be reviewed in tandem with the furniture palette to maintain a cohesive aesthetic and functional environment.
- **Finish Boards or Digital Palettes:** We will assemble and present organized material boards or digital palettes for approval.
- **Interior Finish Schedule and Keyed Plans:** Updated documentation of all approved finishes for contractor reference and implementation

Schedule

The preliminary schedule to complete this scope of work is 1 month

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Excluded Items

The following services are not included as part of this proposal but can be provided as an additional service:

Any scope not outlined in this document
 Construction Cost Estimates
 Acoustical Engineering Consultants
 Signage / Branding
 Digital Models / Renderings

Basic Architectural Services Fees

Furniture Selections	Lump Sum Fee of	\$12,500.00
Bidding & Award	Lump Sum Fee of	\$ 1,000.00
Punchlist	Lump Sum Fee of	\$ 750.00
Interior Finish Selections	Lump Sum Fee of	\$ 5,500.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP
Principal
HQW Architects LLC
14 North Village Boulevard
Suite C
Sparta, NJ 07871
P: 973.383.5550
C:862.266.4111
chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature Title Date

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate	\$90 per hour
Design Professional	\$125 per hour
Project Manager	\$150 per hour
Project Architect.....	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost	\$6 per sheet
30" x 42" Plotting/Scanning Cost	\$9 per sheet
Glossy Plot.....	\$15 per sheet
Foam Core Mounting.....	\$65 per sheet
8.5" X 11" Color Printing Cost	\$.10 per sheet
8.5" X 11" B/W Printing Cost	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Bidding/Award Services will be limited in duration, not to exceed 4 weeks from advertisement of bids, extension of the Architect's services beyond that time will be provided at our hourly rates, (see Fee Schedule attached).
3. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
4. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
5. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2025

SUBJECT: Building R, Horton Mansion - Sewer Line/Parking Lot Coordination – Bidding & Awarding

Description: Architectural Services

Vendor Name: HQW

Amount: Construction Administration:	\$12,500.00	Billed Hourly, Not to exceed
Bidding and Awarding:	\$6,500.00	Billed Hourly, estimated
Reimbursable Expenses:	\$500.00	Estimated
Total:	\$19,500.00	

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

April 8, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu

Project: SCCC Building R and Horton Mansion Sewer Line/Parking Lot Coordination, Bidding/Award, and Construction Administration

Dear Dr. Homer,

HQW Architects (HQW), is pleased to present our proposal for Building R and Horton Mansion Sewer Line/Parking Lot Coordination, Bidding/Award, and Construction Administration

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Sussex County Community College (SCCC) is moving forward with the installation of a new sanitary sewer line to service Building R and Horton Mansion. HQW Architects previously coordinated with Dykstra Walker Design Group for the design of the sewer system, which will support current and future use of both buildings.

As the project advances, HQW will provide coordination, support during bidding and award, and construction administration services. This includes review of design documents, assistance during contractor selection, and oversight during construction to ensure proper execution and restoration of affected parking areas.

Project Phasing

Phase 1 – Bidding & Award

- a. Final Coordination of Bid Documents with Dykstra Walker Design Group
 - Fee Includes Dykstra Walker Design Group revision costs
- b. Manage and Distribute Bid Documents
- c. Review and Respond to contractor RFIs during the Bid Phase
- d. Attend (1) Pre-Bid Meeting
- e. Attend (1) Bid Opening Meeting
- f. Evaluate the contractor bid packages

Phase 2 – Construction Administration

- a. Attend Pre-Construction Meeting
- b. Attend (4) project meetings
- c. Conduct field reports to evaluate contractors work
- d. Review contractor shop drawings and submittals for conformance with design
 - Fee Includes Dykstra Walker Design Group review costs
- e. Review contractor payment application
- f. Review contractor RFIs during the Construction Phase
- g. Review contractor change orders
- h. Conduct (1) punch list surveys of the installed work and provide written report on the findings
- i. Review Close-out Documentation

Basic Architectural Services Fees

Bidding & Award	Billed Hourly, not to exceed	\$6,500.00
Construction Administration	Billed Hourly, estimated	\$12,500.00
Reimbursable Expenses	Estimated	\$500.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP
Principal
HQW Architects LLC
14 North Village Boulevard, Suite C
Sparta, NJ 07871
P: 973.383.5550
chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature	Title	Date
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Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative.....	\$65 per hour
Architectural Associate.....	\$90 per hour
Design Professional.....	\$125 per hour
Project Manager.....	\$150 per hour
Project Architect.....	\$175 per hour
Principal Architect.....	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost.....	\$6 per sheet
30" x 42" Plotting/Scanning Cost.....	\$9 per sheet
Glossy Plot.....	\$15 per sheet
Foam Core Mounting.....	\$65 per sheet
8.5" X 11" Color Printing Cost.....	\$.10 per sheet
8.5" X 11" B/W Printing Cost.....	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
3. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 7, 2025

SUBJECT: New Scoreboard & Well Electric

Description: Architectural Services

Vendor Name: HQW

Amount: Site Survey	\$4,000.00 (If Required)
Site Plan	\$5,200.00 (Hourly, not to Exceed)
Architectural Coordination	\$5,000.00 (Lump Sum)
Electrical Design	\$7,800.00 (Lump Sum)
Structural Design	\$650.00 (Lump Sum)
Meeting and Attendance & Revision	\$6,500.00 (Hourly, not to Exceed)
Bidding & Award	\$4,500.00 (Hourly, Estimated)
Construction Administration	\$7,500.00 (Hourly, Estimated)
Reimbursable Expenses	\$500.00 (Estimated)

Total: \$41,650.00

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal

ARCHITECTURAL SERVICES PROPOSAL

March 25, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu



Project: New Scoreboard & Well Electrical for Sussex County Community College

Dear Dr. Homer,

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the New Scoreboard and Well Electrical at the Sussex County Community College in Newton, New Jersey.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. This team includes consultants that are all familiar with the Electrical distribution, Structure, and Civil Engineering, including Strunk-Albert Engineers, 4g Engineering, and Dykstra Walker Design Group. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Sussex County Community College (SCCC) intends to install a new scoreboard at their softball field along Route 519. The exact location—either in Newton or Hampton—will be determined following the award of the contract. The scoreboard is to be placed outside the centerfield fence, and the project will require coordination across architectural, electrical, structural, and civil disciplines.

HQW Architects will serve as the Architect of Record and lead project coordinator. HQW will be responsible for:

- Coordinating the efforts of all consultants involved in the project.
- Meeting with the SCCC team to review progress and gather input.
- Attending any required hearings or meetings with municipal officials.
- Assembling the bid packages for procurement.
- Administering the public bid process.
- Providing construction administration services throughout the duration of the project.

The **electrical engineering scope** includes designing and coordinating a new electrical service in consultation with the Electric Utility and Site Engineer. The intent is to provide a new meter from an

existing utility pole—similar to the setup used for the SCCC sign. Additionally, since new power is being introduced, provisions will be included for a **future irrigation well**.

Electrical services will include:

- Coordination with the electric utility for incoming service requirements.
- Electrical Distribution Design: load calculations, panelboard and equipment schedules, and one-line diagrams.
- Site Power Design: wiring plans for both the scoreboard and the future irrigation well.

The **structural engineering scope** will focus exclusively on the design of the steel posts to support the scoreboard. These will be engineered to meet applicable code and wind load requirements and located outside the centerfield fence.

The **civil engineering scope** includes:

- Preparation of a basic site plan showing the scoreboard location, using the College's record drawings.
- Coordination and submission of any required materials for permitting.
- Attendance at municipal meetings or hearings, if necessary.
- Supplementary surveying, as needed, to support the design and permitting process.

This project will rely on strong coordination between the design team, utility providers, SCCC, and local agencies to ensure successful execution from design through construction.

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Owner Furnished Items

The following are to be provided by the owner for the completion of the project:

- a. Scoreboard Specification

Excluded Items

The following services are not included as part of this proposal but can be provided as an additional service:

Any scope not outlined in this document
Construction Cost Estimates
Geotechnical Report
Environmental Analysis/Studies/Engineering
LEED Consultants / LEED Certification
Acoustical Engineering Consultants
Digital Models / Renderings
Fees for permitting review and construction permits
As-built Drawings

Basic Architectural Services Fees

Site Survey (if required)	Hourly, Not to Exceed	\$4,000.00
<u>Design</u>		
Site Plan	Hourly, Not to Exceed	\$5,200.00
Architectural Coordination	Lump Sum Fee of	\$5,000.00
Electrical Design	Lump Sum Fee of	\$7,800.00
Structural Design	Lump Sum Fee of	\$ 650.00
Meeting Attendance & Revisions	Hourly, Not to Exceed	\$6,500.00
Bidding & Award	Hourly, Estimated	\$4,500.00
Construction Administration	Hourly, Estimated	\$7,500.00
Reimbursable Expenses	<u>Estimated</u>	<u>\$ 500.00</u>
	Estimated Total	\$41,650.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP
Principal
HQW Architects LLC
14 North Village Boulevard, Suite C, Sparta, NJ 07871
P: 973.383.5550
chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature	Title	Date
-----------	-------	------

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate	\$90 per hour
Design Professional	\$125 per hour
Project Manager	\$150 per hour
Project Architect.....	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost	\$6 per sheet
30" x 42" Plotting/Scanning Cost	\$9 per sheet
Glossy Plot.....	\$15 per sheet
Foam Core Mounting.....	\$65 per sheet
8.5" X 11" Color Printing Cost	\$.10 per sheet
8.5" X 11" B/W Printing Cost	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Fees indicated as 'Estimated' shall be invoiced on an hourly basis up to the contract fee. In the event that we exceed the estimated fee by 10%, we will contact you for authorization to proceed. If you elect not to proceed, we will invoice you for services completed to date.
3. Changes to the documents or additional work requested by the Client after preliminary construction document approval will be provided at our hourly rates, (see Fee Schedule attached). Additional services of the Architect's consultants shall be the amount invoiced to the Architect plus 1.3 times.
4. Bidding/Award Services will be limited in duration, not to exceed 6 weeks from advertisement of bids, extension of the Architect's services beyond that time will be provided at our hourly rates, (see Fee Schedule attached).
5. Re-bidding of the project will be provided at our hourly rates, (see Fee Schedule attached).
6. Construction Administration Services will be limited in duration, not to exceed 8 weeks from signing of the owner-contractor contract agreement, extension of the Architect's services beyond that time shall be billed at our hourly rates, (see Fee Schedule attached). We have provided a fee for involvement during the construction process, as reflected in above, which is based on the assumption that the work will follow a timely schedule and the contractor(s) will perform to the terms of their contract. Our fee does not include services required or requested due to lack of performance of the contractor(s), unforeseen field issues that arise, additional inspections or job meetings. If our involvement is increasing beyond our agreed scope of work we will notify you in writing requesting approval for additional services. If our involvement is needed for additional meetings at the site or other issues, our fee can be adjusted accordingly, or will be provided on an hourly basis (see Fee Schedule attached).
7. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
8. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
9. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: March 20, 2025

SUBJECT: VMware License Renewal (Renewal needed 4/10/25)

Description: Allows for many virtual servers, share drives, domain and device registries, 12 Jenzabar servers, remote access system, ID card system and 6 host servers

Vendor Name: CDW

Amount: \$93,749.76 (3-year renewal)

Procurement Method: Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

Funding: Operating Funds - PO submitted to avoid lapse in services

Attachments: CDW Quote, CDW PO



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JUDY LOVAS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PJJX028	3/17/2025	SUSSEX- VMWARE RENEWAL	1453190	\$93,749.76

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
VMW FNDTN 8 LIC Mfg. Part#: VCF-VSP-FND-8 Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)	256	7941253	\$366.21	\$93,749.76

SUBTOTAL	\$93,749.76
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$93,749.76

PURCHASER BILLING INFO	DELIVER TO
Billing Address: SUSSEX COUNTY COMMUNITY COLLEGE ACCTS PAYABLE 1 COLLEGE HILL RD NEW JERSEY EDUCATIONAL FACILIT NEWTON, NJ 07860-1149 Phone: (973) 300-2100 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: SUSSEX COUNTY COMMUNITY COLLEGE JUDY LOVAS 1 COLLEGE HILL RD NEW JERSEY EDUCATIONAL FACILIT NEWTON, NJ 07860-1149 Phone: (973) 300-2100 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Charlie Rhodes | (866) 643-9334 | charlie.rhodes@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$93,749.76	\$2,686.87/Month	\$93,749.76	\$3,072.18/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

VMware Terms and Conditions

Your use of the VMware by Broadcom offerings identified within this order are subject to (a) the standard end user agreement at <https://www.vmware.com/agreements.html>, (b) the Specific Program Documentation (the 'SPD'), and/or SaaS Listing applicable to the VMware by Broadcom offerings and Maintenance located at <https://www.broadcom.com/licensing> and (c) the additional terms within this order (collectively, the 'End User Terms'). Any terms that may appear on your purchase order that vary from or purport to add to the End User Terms (including, without limitation, pre-printed terms) are deemed not appended, inapplicable and void.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Vendor Address

Ship To Address

CDW GOVERNMENT INC.
200 NORTH MILWAUKEE AVE.
VERNON HILLS, IL 60061
USA
FAX: 847-419-8748
PHONE: 866-613-1161

SUSSEX COUNTY COMMUNITY COLLEGE
ONE COLLEGE HILL ROAD
NEWTON, NJ 07860
USA

Customer #	Vendor ID	Need by Date	Terms
1453190	50953	04/02/25	Net 30
--- Internal Information ---			
Lovas	50953	2425	RP113436 B109

QTY	UNITS	DESCRIPTION	UNIT COST	TOTAL
1	EACH	sftwr license 256 VCF-VSP-FND-8 VMware vSphere 3 yr renewal	93749.76	\$93749.76

Electronic distribution - NO MEDIA
Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

As per attached Quote # PJJX028

=====
\$93,749.76

Matthew J. Stoppay 3/20/2025
Matthew J. Stoppay, Purchasing Manager

Submit Invoices to: Sussex County Community College, One College Hill Road, Newton, NJ 07860 or email quickpay@sussex.edu Emailing invoices is preferred.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

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- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager.

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SUSSEX COUNTY COMMUNITY COLLEGE

PURCHASE ORDER TERMS AND CONDITIONS

Purchase Order (PO): Purchase Orders are not valid unless signed by the Purchasing Department. Sussex County Community College, hereafter referred to as SCCC, will not recognize claims based on verbal orders.

Acceptance of PO: Vendor's commencement or shipment of goods shall be deemed acceptance of PO. Any acceptance of this PO is limited to acceptance of the express specifications, terms, and conditions contained herein.

Changes: Vendors shall not exceed the price or quantity of, or substitute, any of goods and services specified on this PO without a written change order signed by the Purchasing Department of SCCC. Vendors should contact the Purchasing Department with any discrepancies or changes before placing the order.

Shipment: Delivery must be made within the time stated on the PO. If delivery is not made by the date indicated on this PO, SCCC may cancel the order without any liability whatsoever.

Vendors will ship goods FOB destination by the method incurring the least expense to SCCC unless otherwise specified on the PO. PO number must be clearly printed on all packing lists, packages, and other written documents corresponding to this order. Packing lists indicating the content of the shipment shall be enclosed in each and every box or package shipped pursuant to this order.

Vendors should note that SCCC does not have a loading dock, and inside delivery is required unless previous arrangements have been made with the Purchasing Department. A minimum of three business days notice is required for all products requiring installation.

Warranty: Vendors expressly warrant that all goods and services provided under this agreement shall conform to all specifications and appropriate standards, will be new, and will be free from defects in material or workmanship. Vendors further warrant that all goods and services provided will be safe and appropriate for the purpose for which goods or services of that kind are normally used.

Payment for the goods delivered shall not constitute acceptance thereof. SCCC shall have the right to inspect such goods and to reject any or all of said goods which are in the College's judgment defective or nonconforming. Goods rejected and goods supplied in excess of quantities called for herein may be returned to Seller at its expense.

Insurance and Indemnification: Vendors shall defend, indemnify, and hold harmless SCCC against all damages, claims, or liabilities and expenses (including attorneys' fees) arising out of or resulting in any way from any defect in the goods or services purchased hereunder, or from any act or omission of the Vendor, its agents, employees, or subcontractors. This indemnification shall be in addition to the warranty obligations of the Vendor. Vendors shall carry insurance necessary to indemnify SCCC against any claim for loss, damages, or injury, to property or persons arising out of the performance of this contract.

Price and Payment: The price stated on this PO includes all charges for packaging, special handling, and freight, FOB destination. No modification or adjustment of the stated price may be made without a signed change order.

All invoices related to this order must clearly state the PO number. Invoices should be sent to SCCC, attention Accounts Payable, upon completion of service. Invoices may be emailed to quickpay@sussex.edu.

Taxes: SCCC is established under the authority of the State of New Jersey and is entitled to exemption from State, Federal, and local taxes, including New Jersey Sales Tax.

Cancellation: SCCC reserves the right to cancel this order at any time prior to receipt of goods and services.

APPLICABLE LAWS

Affirmative Action: Vendors providing goods and services to SCCC shall comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, pertaining to Affirmative Action.

Business Registration: Public Law 2004, c.57, known as Business Registration of Public Contractors, requires businesses providing goods or services to SCCC at or over fifteen percent of the current bid threshold cumulatively to register with the State and provide proof of that registration to SCCC prior to entering into a procurement contract. For more information on P.L. 2004, c.57 vendors may refer to http://www.state.nj.us/dca/lgs/faqs/busregis/business_registration_faq.html.

Political Contribution Disclosure: Vendors providing goods or services valued in excess of \$17,500 and not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. must attest that the vendor, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the *municipality/county* if a member of that political party is serving in an elective public office of that *municipality/county* when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that *municipality/county* when the contract is awarded.

Public Works: The Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48, et seq.) requires all contractors, subcontractors, or lower tier subcontractors engaging in the performance of any public work to register with the Department of Labor and Workforce Development. Proof of Public Works Contractor Certification must be submitted to SCCC prior the performance of any public works project.

Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et. seq. requires that certified payroll records, evidencing payment of NJ prevailing wage rates, must be submitted to the public body, by all contractors and subcontractors, for each employee on the project within ten (10) days of the payment of wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 7, 2025

SUBJECT: Simulation Manikin

Description: Full-Body Simulator that mimics human Anatomy and
physiology **Vendor Name:** Laerdal

Amount:	\$167,188.69
Optional Stud-defib skin and install	\$1,199.00
Total:	\$168,387.69

Procurement Method: Joint Purchasing Consortium FY24JPC-63 Academic & Medical Supply pricing

Funding: Chapter 12

Attachments: Laerdal Quote

Quote Q-1104575

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Territory Manager

Terry Whalen
 (845) 260-2342
 terry.whelen@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 03-27-2025
ATTN: Melissa DeJoseph
 mdejoseph@sussex.edu

QUOTE NUMBER: Q-1104575
CREDIT TERMS: 30 days
EXPIRATION DATE: 07-25-2025
PO NUMBER:

BILL TO: 02156560
 SUSSEX COUNTY COMMUNITY COLLEGE
 1 COLLEGE HILL
 NEWTON NJ 07860

SHIP TO:
 Melissa DeJoseph
 1 College Hill Rd
 Newton NJ 07860-1149

Joint Purchasing Consortium FY24JPC-63 – Academic & Medical Supply pricing applied.

SimMan 3G Plus

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	212-03150 SimMan 3G PLUS Medium Includes SimMan 3G PLUS Manikin, LLEAP License, Consumables, 1 Year Manufacturer's Warranty.	\$93,999.00			\$93,999.00	\$93,999.00
1	260305 Power Cord 110V (US)	\$115.00			\$0.00	\$0.00
1	400-10201 Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor	\$2,299.00			\$2,299.00	\$2,299.00

SimMan 3G Plus

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	<p>400-29301 All In One Panel PC For use with LLEAP, or as a Patient Monitor.</p> <ul style="list-style-type: none"> • AIO Monitor does not come ready to be wall mounted. • Requires additional MGR Part, # 6H1W8AA (not sold by Laerdal) • Requires a wall mount (not sold by Laerdal) 	\$2,899.00			\$2,899.00	\$2,899.00
1	<p>212-37210 Headskin SM3G PLUS Med. Female</p>	\$2,099.00			\$1,889.10	\$1,889.10
1	<p>212-55300 Female Retrofit Kit Medium The Female Retrofit Kit provides trainees an opportunity to learn the critical tasks and techniques required to treat anatomically correct female patients without requiring additional female simulators. Kit provides female surface anatomy overlay, consisting of breast vest, and replacement genitalia that are highly realistic tactually and in appearance. A makeup kit with supplies and synthetic hair adds realism to the face. LAERDAL MEDIUM</p>	\$4,599.00			\$4,139.10	\$4,139.10
1	<p>212-37110 Headskin SM3G PLUS Med. Geriatric</p>	\$2,099.00			\$1,889.10	\$1,889.10
1	<p>212-B-EDBNDL1P SimMan 3G PLUS Education Bundle: Getting Started/LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software.</p>	\$8,398.00			\$8,398.00	\$8,398.00

SimMan 3G Plus

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	212-B-ProTech-S3G+ SimMan3G+ ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	\$94,831.00	60	One Time	\$50,245.29	\$50,245.29
TOTAL:						\$165,757.59

Nursing Anne

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	320-24050-M Wound Assess Care Kit (M) Nursing Anne Simulator	\$579.00			\$521.10	\$521.10
TOTAL:						\$521.10

ITEM TOTAL:	\$166,278.69
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$167,188.69

Optional items available at an additional cost

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	212-97655-M SM3G PLUS Stud-Defib Skin - Torso Skin + Studs Medium	\$1,199.00			\$1,199.00	\$1,199.00
1	SM-D-CONV-I Defib Stud Conversion at Install	\$0.00		One Time	\$0.00	\$0.00
TOTAL:						\$1,199.00

There are various payment options; please see bottom of your quote for further clarification. Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change

Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

Cancellation/Rescheduling

CANCELLATION or RESCHEDULING of Educational, Technical, AV, or Implementation Services WILL RESULT in CANCELLATION / RESCHEDULING FEES as detailed below:

5 Business Days or Less Prior to Appointment = 100% of Educational, Technical, AV, or Implementation Services
6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services
15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 8, 2025

SUBJECT: PSTA Basement Renovation

Description: The Project involves renovations to the existing Public Safety Training Academy (PSTA) for the Sussex County Community College to bring the “windowless basement” up to code. The scope includes the installation of three (3) new access windows with area wells and the addition of a new egress door at grade. A new interior ADA-Compliant ramp will also be provided to improve accessibility within the facility. To accommodate these improvements, sitework will be required to adjust the surrounding grade, ensuring proper drainage of the area wells and any excavated areas to the existing parking lot catch basin. Additionally, any exposed damp proofing resulting from excavation will be removed and replaced with a stucco finish to maintain the buildings integrity and appearance.

Vendor Name: Wallkill Group

Amount: Base Bid: \$283,000.00
Alternate: \$27,000.00
Total: \$310,000.00

Procurement Method: Bid # 25-02-0001

Funding: Chapter 12 (25%) Reserves (75%)

Attachments: Bid Drawings, Wallkill Bid Package, HQW Recommendation



April 8th, 2025

Sussex County Community College
Purchasing Department
1 College Hill Road
Newton, New Jersey 07860

ATTN. Matthew Stoppay, Purchasing Manager
mstoppay@sussex.edu

Subject: Bid Recommendation for SCCC - PSTA Egress & Emergency Access

Dear Mr. Stoppay,

We have completed our review of the bid results for the PSTA Egress & Emergency Access project. Wallkill Group, Inc. is the apparent qualified low bidder with a base bid of \$283,000.00 and alternate #1 of \$27,000.00 totaling \$310,000.00. After thoroughly examining their bid package, we confirm that it includes all required information and the necessary DPMC qualifications.

Based on our experience, we believe Wallkill Group, Inc. is fully capable of performing the required work. Our firm has successfully completed several projects of varying scope and complexity with Wallkill Group, Inc., and they have consistently demonstrated reliability, quality workmanship, and a commitment to meeting project schedules.

The projects listed in their references are comparable in both cost and scope to the SCCC - PSTA Egress & Emergency Access project. Based on their strong references, past performance, and competitive pricing, we recommend awarding the contract to Wallkill Group, Inc.

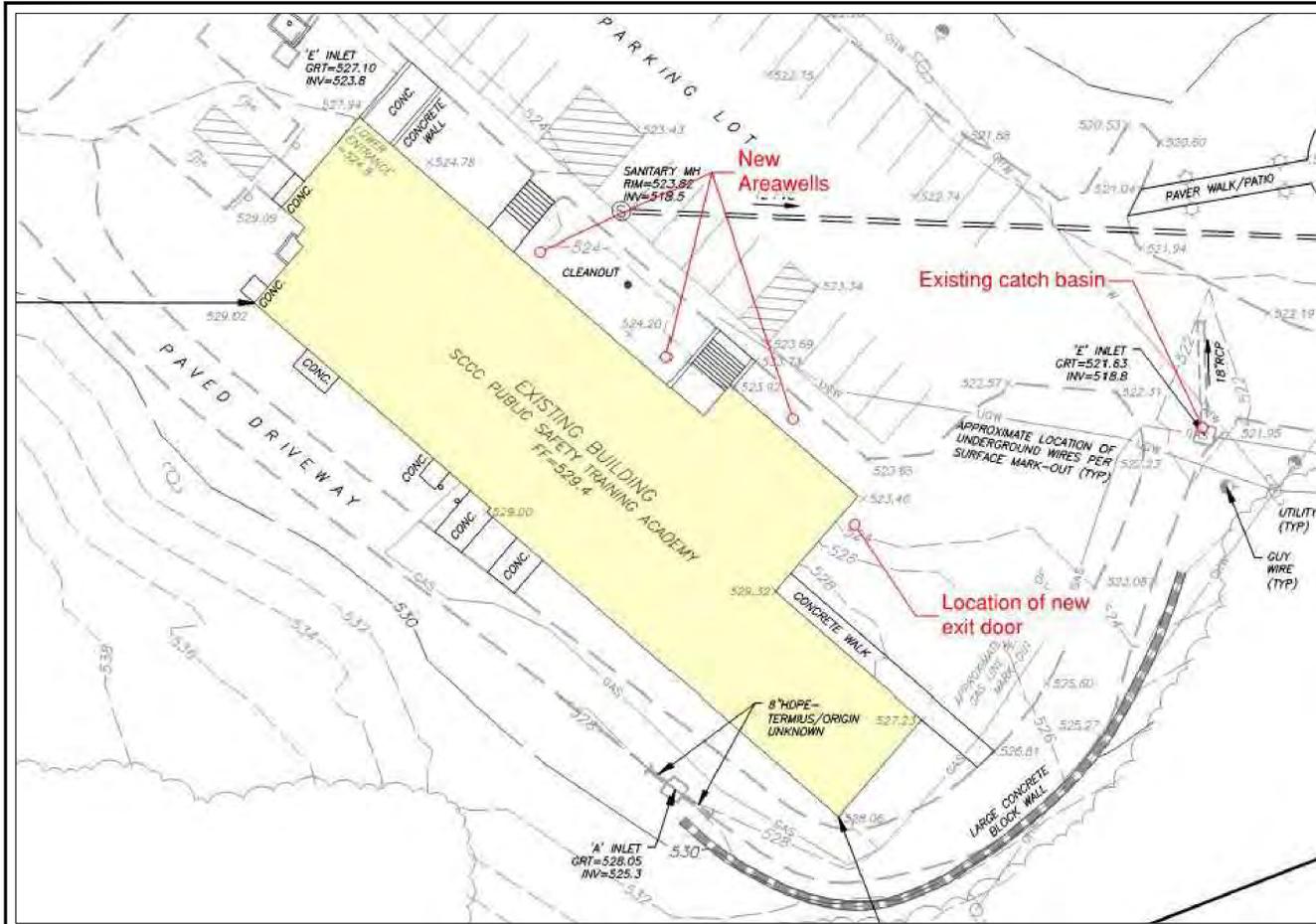
With your Board's permission, we can issue a Letter of Intent to Award to Wallkill Group, Inc., allowing them to begin preparations such as contracts, bonds, schedules, and subcontractor lists.

Sincerely,

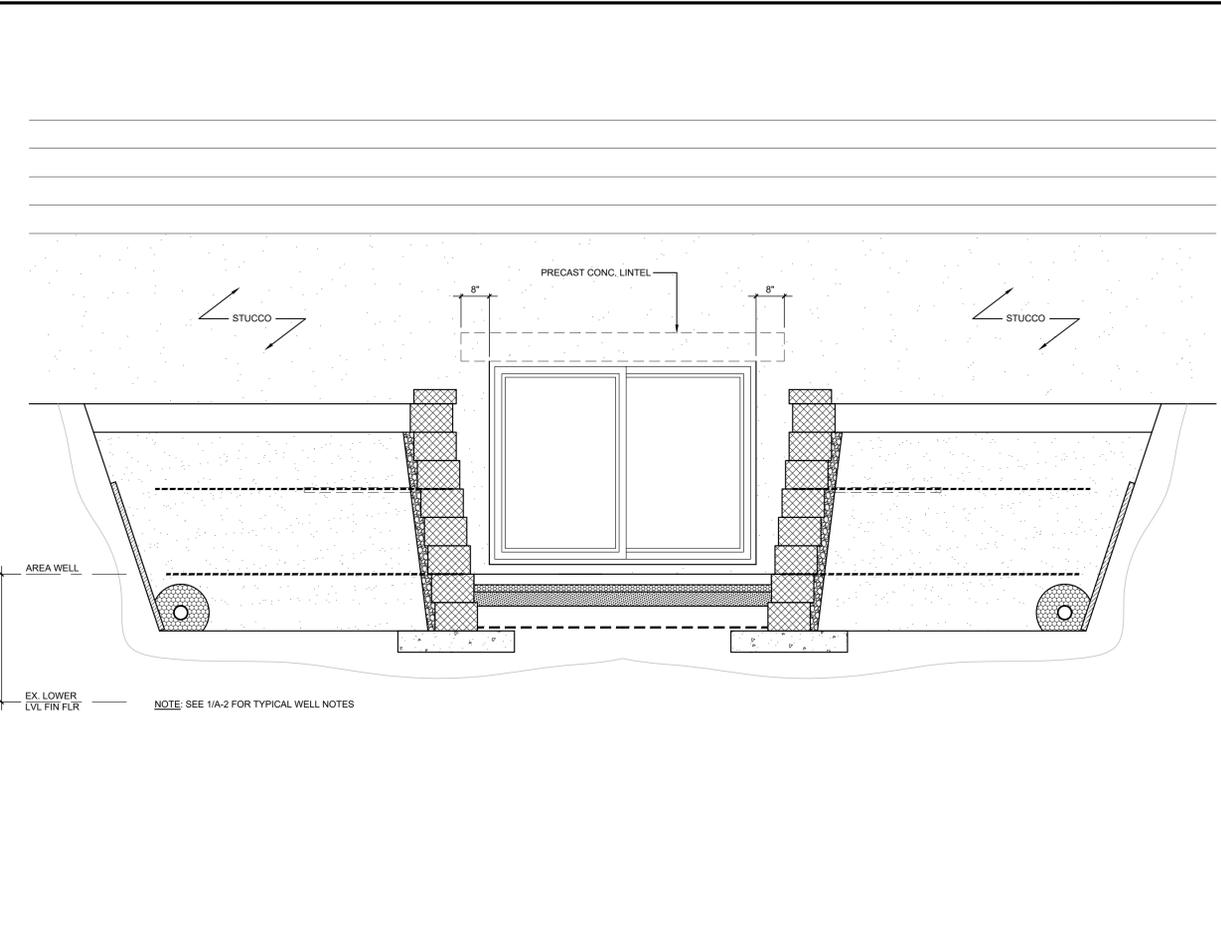
A handwritten signature in black ink, appearing to read 'Chris Wolverson', written over a light blue horizontal line.

Christopher M. Wolverson, AIA, LEED AP
Principal
HQW Architects LLC
chrisw@hqwllc.com

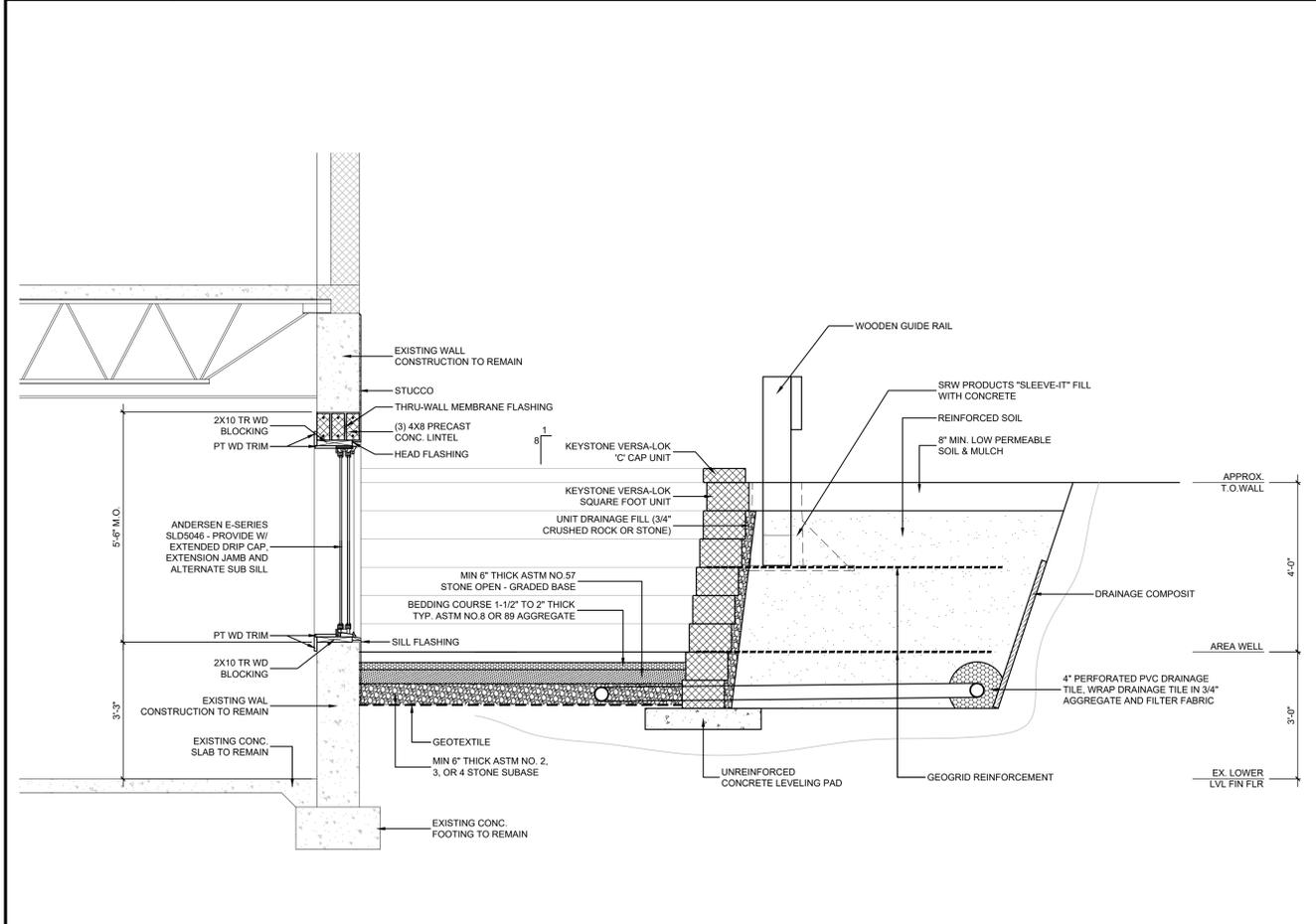
HQW Architects LLC
NY Metro · 14 North Village Blvd Ste C · Sparta, NJ · 07871 · p.973.383.5550
hqw@hqwllc.com · www.hqwarchitects.com
Christopher M. Wolverson, AIA · NJ 21AI01946500
Glenn G. Gorlich, RA · NJ 21AI01833300



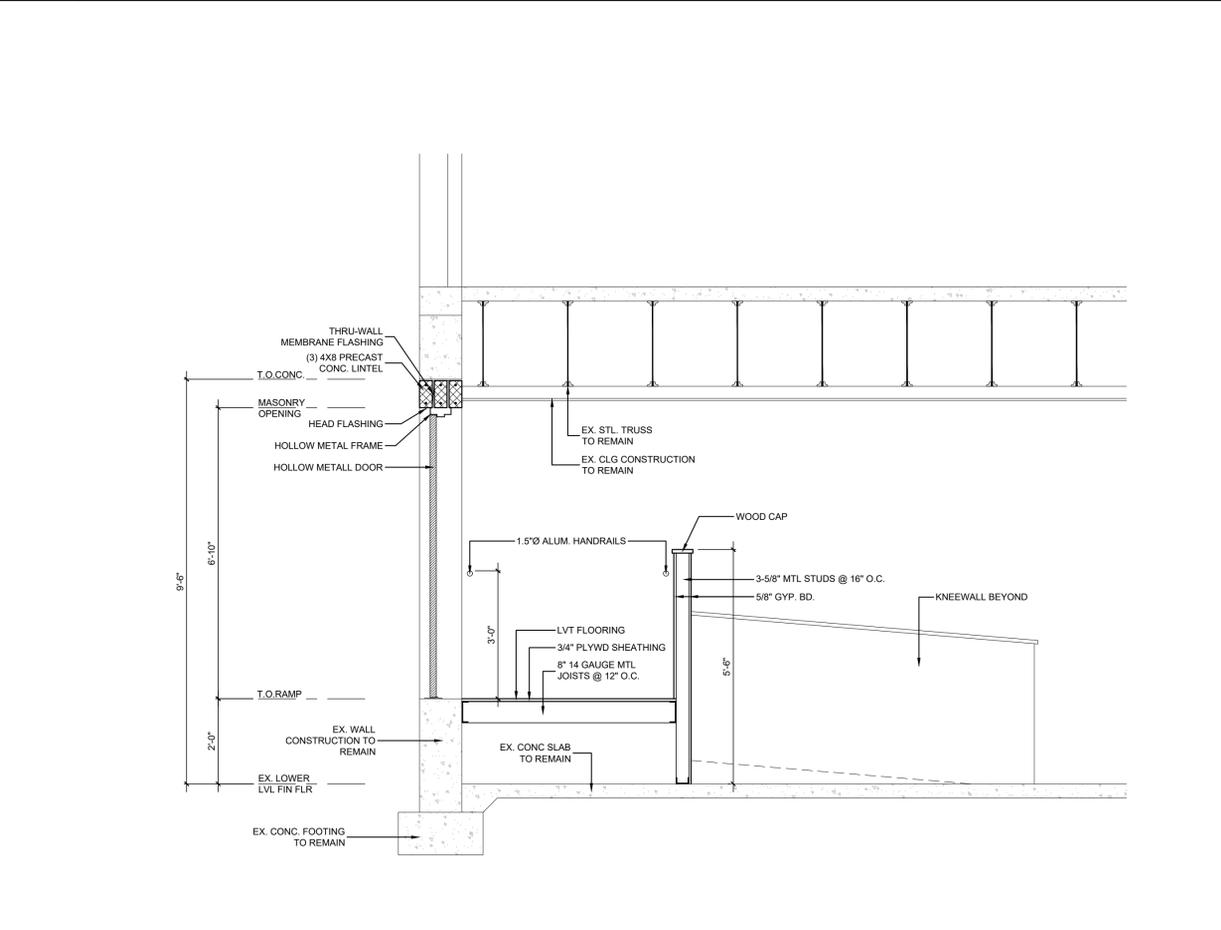
3 SCALE: NTS PARTIAL SITE PLAN



4 SCALE: 1/2" = 1'-0" AREA WELL ELEVATION



1 SCALE: 1/2" = 1'-0" KEYSTONE VERSA-LOK REINFORCED WALL SECTION



2 SCALE: XX" = 1'-0" RAMP DETAIL

hqw Architects
 Website: hqwArchitects.com
 New York Metro
 14 North Village Blvd.
 Suite C
 Sparta, NJ 07871
 Tel: 973.383.5550
 Christopher M. Wolverton, AIA
 NJ Architect | 21A01946500
 NY Architect | 0356162
 PA Architect | RA407747
 FL Architect | AR101414
 TX Architect | 30351
 VA Architect | 0401020322
 Glenn G. Gorlich, RA, NCARB
 NJ Architect | 21A01833300
 NY Architect | 035152
 PA Architect | RA407747
 FL Architect | AR101414
 TX Architect | 30351
 VA Architect | 0401020322

#	Date	Description

#	Date	Description

SCCC PSTA:
 EGRESS & EMERGENCY
 ACCESS
 114 MORRIS TPKE
 NEWTON, NJ 07860
 PROJECT TITLE

SEAL AND SIGNATURE

PROJECT INFO & LOWER LEVEL DEMO & LAYOUT PLANS
 Project Number 15-5063
 Drawn by CW

A-2

BID SET - 2025.02.25

SUSSEX COUNTY COMMUNITY COLLEGE
PSTA Basement Renovation
BID #25-02-0001
BID FORM

The Bidder, having examined the Specifications, Instructions to Bidders, bid documents, and various forms, and being familiar with the conditions surrounding the proposed Contract, including the availability of equipment, materials, and labor, as relevant, hereby proposed to perform the Work in accordance within the time set forth in the Specifications and at the prices stated below.

PSTA Basement Renovation:

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum for the **PSTA Basement Renovation** of:

Cost \$ 283,000.00

(In words) Two Hundred Eighty Three Thousand Dollars and Zero Cents

Alternate No. 1 - Rerouting the Stormwater System to Daylight North Toward the Existing Pond

Cost: \$27,000.00

(In words): Twenty Seven Thousand Dollars and Zero Cents

SUSSEX COUNTY COMMUNITY COLLEGE
BIDDER CHECKLIST

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS WITH BID SHALL RESULT IN
MANDATORY CAUSE FOR REJECTION

Items submitted with Bid
Check Below

- Bid Form
- Bid Guarantee (Bid Bond, Cashiers Check, or Certified Check for 10% of the bid price)
- Consent of Surety (for Payment, Performance, and Maintenance Bonds as indicated within the bid specification package)
- Ownership Disclosure Certification
- EEO/Affirmative Action Statement
- Corporate Resolution (required with the bid if the bidder is a corporation)
- Non-Collusion Affidavit
- Company Information and Qualifications Questionnaire with References
- List of Subcontractors

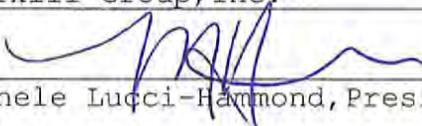
THE FOLLOWING ITEMS MAY BE SUBMITTED WITH THE BID, BUT ARE REQUIRED
PRIOR TO THE AWARD OF THE CONTRACT

Items submitted with Bid
Check Below

- Evidence of Affirmative Action Compliance
- Certified Payroll Statement
- Disclosure of Investment Activities in Iran
- Disclosure of Activities in Russia and Belarus
- W-9 Form
- State of New Jersey Business Registration Certificate for the bidder and listed subcontractors
- Public Works Contractor Registration Certificate for the bidder and listed subcontractors, effective on the date of bid
- Construction Trade Licenses
- Certificate of Insurance
- Schedule of Values
- Contractor's Preliminary Construction Schedule

THE UNDERSIGNED BIDDER HERewith SUBMITS THE ABOVE REQUIRED
DOCUMENTS.

Company Name: Wallkill Group, Inc.

Signed By: 
Michele Lucci-Hammond, President & CFO

SUSSEX COUNTY COMMUNITY COLLEGE

PSTA Basement Renovation

BID #25-02-0001

BID FORM

The Bidder hereby certifies that all of the figures, computations, and additions used in estimating the bid herein have been carefully checked and are accurate in all respects and no claim shall be made as a basis for withdrawal of this bid by reason of mathematical or computational errors. All blanks on the Bid Form must be filled with a dollar amount, "\$0", "No Charge", or "No Bid". Bid containing blanks or phrases such as "Not Applicable (N/A)" where the Bid Forms calls for amounts to be filled in will be rejected as nonresponsive.

The Bidder hereby acknowledges receipt of the following addenda:

Addendum # 1 Date 3/25/2025 Initial Here _____

Addendum # _____ Date _____ Initial Here _____

No addenda were received – Initial Here _____

The Bidder understands that the College reserves the right to reject any and all bids to the maximum extent of its lawful discretion, and to waive any information in the bidding.

By signing this Bid, the signatory represents to the College that he/she is fully authorized by the Bidder to submit this Bid, is doing so with the knowledge and consent of the Bidder, and that the Bidder consents to be bound by this Bid.

Submitted By: 

Authorized Bidder Signature

Michele Lucci-Hammond

Name of Signer (Typed or Printed)

President

Title

Wallkill Group, Inc.

Company Name

3505 Route 94, Suite 1A

Street Address

Hamburg, NJ 07419

City/State/Zip

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, Walkkill Group, Inc.
as Principal, and Selective Insurance Company of America as Surety, are hereby held and firmly
bound unto Sussex County Community College as Owner in the penal sum of
Ten Percent of Amount of Bid not to Exceed * for the payment of which, well and truly to be
made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 3rd day of April, 2025. The Condition
of the above obligation is such that whereas the Principal has submitted or about to submit to
Sussex County Community College a certain Bid attached hereto and hereby made a
part hereof to enter into a contract in writing for the PSTA Basement Renovations
114 Morris Turnpike, Newton, NJ - Project # 25-02-0001; WG 25-W30

NOW, THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which Sussex County Community College may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Walkkill Group, Inc. (L.S.) Selective Insurance Company of America
Principal Surety

By: Michele Lucci-Hammond, President & CFO By: Scott R. Kuzmic, Attorney-in-Fact

IMPORTANT: Surety companies executing bonds must be authorized to transact business in the State of New Jersey.

*Twenty Thousand and 00/100 Dollars (10% NTE \$20,000.00)

**SUSSEX COUNTY COMMUNITY COLLEGE
CONSENT OF SURETY**

Selective Insurance Company of America

(Name of Surety)

a corporation of the State of New Jersey and authorized to do business in the State of New Jersey, with offices at 40 Wantage Avenue, Branchville, NJ 07890 (address of Surety), certifies that application has been made to the Surety by:

Walkkill Group, Inc.

3505 Route 94, Suite 1A, Hamburg, NJ 07419

(Name and Address of Bidder)

and satisfactory arrangements have been completed by which the undersigned Surety has agreed, that if the Bidder is awarded the Overall Contract Work for the

SUSSEX COUNTY COMMUNITY COLLEGE

PSTA Basement Renovations -

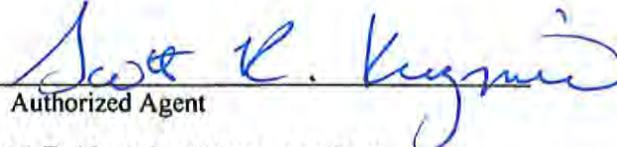
114 Morris Turnpike, Newton, NJ - Project # 25-02-0001; WG 25-W30

The undersigned Surety will execute and furnish to the **SUSSEX COUNTY COMMUNITY COLLEGE** (i), the Performance/Payment Bond and the Labor/Material Bond upon the terms and conditions stated in the bid package, equal to 100% of the Contract Sum, which bond(s) shall be conditioned for the faithful performance on the part of the Bidder and its subcontractors of the terms and conditions of the Contract according to the drawings and specifications on which the bid is made, and (ii) a ten percent (10%) Maintenance Bond for one year from the date of Substantial Completion.

Attach the usual proof of authority of
Officers of surety company to execute
this consent

Selective Insurance Company of America

SURETY COMPANY

By: 
Authorized Agent

Scott R. Kuzmic, Attorney-in-Fact

Print or type name and title below signature

***CONSENT OF SURETY MUST BE COMPLETED AND SUBMITTED WITH BID PROPOSAL**

***Use of any standard bonding company Consent of Surety form that is in compliance with New Jersey law and the requirements contained within the bid specification package for this project will be acceptable.**



Selective Insurance Company of America
 40 Wantage Avenue
 Branchville, New Jersey 07890
 973-948-3000

SURETY DISCLOSURE STATEMENT AND CERTIFICATION

Selective Insurance Company of America, surety on the attached bond, hereby certifies the following:

(1) The surety meets the applicable capital and surplus requirements of R.S.17:17-6 or R.S.17:17-7 as of the surety's most current annual filing with the New Jersey Department of Banking and Insurance.

(2) The capital and surplus, as determined in accordance with the applicable laws of the State of New Jersey, of the surety issuing the attached bond are in the following amounts as of the calendar year ended December 31, 2023, which amounts have been certified by certified public accountants:

<u>Company</u>	<u>Capital</u>	<u>Surplus</u>	<u>CPA</u>
Selective Insurance Company of America	\$4,400,000	\$938,765,178	KPMG LLP 345 Park Avenue New York, NY 10154

(3) With respect to the surety issuing the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. sec 9305, the underwriting limitation established therein and the date as of which the limitation was effective is as follows:

<u>Company</u>	<u>Underwriting Limitation</u>	<u>Effective Date</u>
Selective Insurance Company of America	\$93,877,000	July 1, 2024

(4) The amount of the bond to which this statement and certification is attached is \$ 10% NTE \$20,000.00 .

CERTIFICATE

(To be completed by an authorized certifying agent/officer for each surety on the bond)

I, Timothy A. Marchio, as Vice President, Bond SBU for Selective Insurance Company of America, a corporation domiciled in New Jersey, DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements are false, this bond is VOIDABLE.

Timothy A. Marchio

 (Signature of certifying agent/officer)

 Timothy A. Marchio
 (Printed name of certifying agent/officer)

 Vice President, Bond SBU
 (Title of certifying agent/officer)

Dated: April 3, 2025
 (month, day, year)

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Wallkill Group, Inc.

Organization Address: 3505 Route 94, Suite 1A Hamburg, NJ 07419

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address
Theodore Brennan - 90%	270 Lake Wallkill Road Sussex, NJ 07461
Michele Lucci-Hammond - 10%	19 Hemlock Drive Sussex, NJ 07461

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Michele Lucci-Hammond	Title:	President/CFO
Signature:		Date:	4/3/2025

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27-1.1 et seq.

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, with which it has a collective bargaining agreement, 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 Dept. 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 Dept. 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 Dept. 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 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 hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines 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 trade 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 Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division 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 nondiscrimination 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 contactor 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 the 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 Dept. 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 (i) above, whenever vacancies occur. At the request of the Dept. 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 Dept. 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 Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. 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 trade, which percentage significantly

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE-CONTINUED

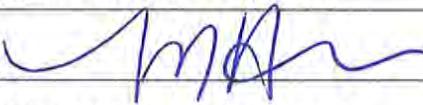
exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in 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 Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. 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 Dept. 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 Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

The undersigned bidder, having read the above Equal Employment Opportunity and Affirmative Action requirements, hereby agrees to comply with these regulations and submit, prior to contract, the required Affirmative Action evidence.

Firm Name: Wallkill Group, Inc.
Signature: 
Printed Name: Michele Lucci-Hammond
Title: President/CFO
Date: 4/3/2025
Project: PSTA Basement Renovation

THIS DOCUMENT MUST BE SIGNED AND SUBMITTED WITH BID

CORPORATE RESOLUTION

Be it resolved that the following named officers:

Michele Lucci-Hammond, President/CFO

be and are hereby authorized and empowered to sign and submit to Sussex County Community College the attached bid or proposal and further that said officers are authorized to execute the contract or any other agreement or bond or statement necessary for the fulfillment of obligations incurred by the acceptance of the bid or proposal by Sussex County Community College.

CERTIFICATION

I hereby certify that the above constitutes a true copy of a resolution passed and approved by the Board of Directors at a meeting held on 4/3/2025.



Secretary

(Corporate Seal)

**RESOLUTION OF AUTHORIZATION MUST BE COMPLETED AND SUBMITTED WITH BID
IF BIDDER IS A CORPORATION**

**SUSSEX COUNTY COMMUNITY COLLEGE
NON-COLLUSION AFFIDAVIT
PSTA Basement Renovation**

STATE OF New Jersey
COUNTY OF Sussex

I, Michele Lucci-Hammond of the City of Vernon

in the County of Sussex and the State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am President/CFO of the firm Wallkill Group, Inc. the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do: that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the above project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Sussex County Community College relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project or item.

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

Wallkill Group, Inc.

Name of Contractor

Signature

Michele Lucci-Hammond

Type or print name of affidavit under signature

Subscribed and Sworn to
before me this day:

April 3, 2025

Notary Public of

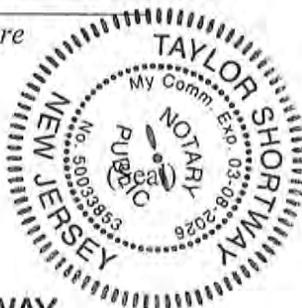
TAYLOR SHORTWAY

My Commission expires NOTARY PUBLIC

STATE OF NEW JERSEY

ID # 50033853

THIS FORM ~~MUST BE COMPLETED, NOTARIZED, AND SUBMITTED WITH THE BID PROPOSAL~~
MY COMMISSION EXPIRES MAR. 08, 2028



SUSSEX COUNTY COMMUNITY COLLEGE
Company Information & Contractor Qualifications Questionnaire

Answer all questions. If not applicable, write N/A.

1. Name of Bidder: Wallkill Group, Inc.

2. Address: 3505 Route 94, Suite 1A
Hamburg, NJ 07419

3. Remittance Address (if different than above): _____

4. Phone: 973-512-4862 5. Fax: N/A

6. Email: estimating@wallkillgroup.com 7. Website: www.wallkillgroup.com

8. What is your organization's primary business? General Construction

9. Business Classification (check all that apply): Small Bus.: Women Owned: Minority Owned:

10. How long have you been in business under the present name? 12 years

11. List any parent, subsidiary, DBA, or former company names: _____
N/A

12. Have you ever failed to complete any work awarded to you? NO

If so, where and why? _____

13. Have any liens or lawsuits of any kind been filed against any of your contracts? NO

If so, give full details: _____

SUSSEX COUNTY COMMUNITY COLLEGE
Company Information & Contractor Qualifications Questionnaire

14. List all current work in progress for contracts held by the Bidder including the Owner's name and amount of contract. Attached additional sheets if required. _____

See attached

15. State at least three (3) projects the Bidder has completed which are similar to this Project.

a. Project Name _____ SEE ATTACHED
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

b. Project Name _____
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

c. Project Name _____
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

I Michele Lucci-Hammond, President hereby certify the Contractor has the financial strength to
(Name of Bidder)

fully perform, service, and warrant the work and materials provided within this contract.

Authorized Signature  Date: 4/3/2025

Print Name and Title Michele Lucci-Hammond, President/CFO



Walkkill Group, Inc. - Work in Progress Report
04/03/2025

Job	Customer Name	Project	Contract Amount	Billed to Date	Contract Balance
COM005	County of Morris	Schuyler Bldg Restroom Reno	599,897.46	584,899.46	14,998.00
POM001	Pompton Lakes Board of Ed	Lakeside Middle Sch Bleachers	921,917.00	0.00	921,917.00
STE001	John Steinbach	Steinbach Residence	50,000.00	19,365.46	30,634.54
TCS004	The Craig School	Henderson Hall Renovations	4,040,849.52	3,454,546.58	586,302.94
TCS005	The Craig School	Wilson Hall Alterations	1,533,433.87	1,367,197.58	166,236.29
VTS002	Vernon Township School Distric	Kitchen Upgrades	942,737.00	0.00	942,737.00
WSD022	Warwick Valley Central SD	Sanfordville Security Improvem	218,000.00	0.00	218,000.00
YOM001	YMCA of Montclair	YMCA of Montclair - New Lodge	3,322,080.00	0.00	3,322,080.00
			11,628,914.85	5,426,009.08	6,202,905.77



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

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 \$ 6,202,905.77

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 Walkkill Group, Inc.
Name of Firm

Signature Michele Lucci-Hammond

President & CFO

Title

3505 Route 94, Suite 1A
Business Address

Hamburg, NJ 07419

973-512-4862

Phone



Sworn to and subscribed before me This 3 day of April 2025

Notary Public Taylor Shortway

TAYLOR SHORTWAY
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 50033853

MY COMMISSION EXPIRES MAR. 08, 2026
DPMC 701 (3/15)

Select Project References

Owner	Project	Estimated Contract	Architect/Engineer	Owner Contact
The Craig School 10 Tower Hill Road Mountain Lakes, NJ	Wilson Hall 2 nd Floor Alterations	\$770,000	Paul K. Tiajolloff Architects 360 Hawkins Place, Boonton, NJ 07005 Paul Tiajolloff 973-402-0277	Tad Jacks, Head Master (retired)
	Wilson Hall 1 st Floor classroom Renovations	\$352,000		
Blair Academy 2 Park Street Blairstown, NJ 07825	Bogle Hall Science Center Addition & Renovation	\$6,475,000	HQW Architects 124 Main Street Newton, NJ 07860 Chris Wolverton, Principle 973-383-1360	James Frick, COO 201-874-7161
Centenary College 400 Jefferson Street Hackettstown, NJ 07840	Science Lab & Elevator Addition for Seay Building & Trevor Hall	\$3,000,000	The Collaborative 500 Madison Ave. Toledo, Ohio 43604 Joe Adams 419-242-7405	Todd Miller, Current Director of Facilities at NJIT 973-309-0669
Lakeland Bank 250 Oak Ridge Rd Oak Ridge, NJ 07438	Hamton Branch Interior Renovations	\$1,033,100	NewGround 15450 South Outer Forty Drive Suite 300 Chesterfield, MO63017 Keith Schneider (636)-898-8467	Tina George, Vice President, Facilities Manger 973-935-7223 Ext 884280 Diane Walker, Facilities Business Services Coordinator 973-935-7223 Ext 884224
	West Milford Branch - Interior and Exterior Renovations	\$488,000		
	Newton Branch Exterior Renovation	\$213,000		
	Mendham Branch Interior Renovations	\$495,000		
	Little Falls Branch Interior Renovations	\$483,000		
	Waldwick Branch Interior Renovations	\$114,000		
	Branchville Sewer Connection	\$33,100		

	Montville Rehabilitation	\$49,000		
	Wyckoff Branch Interior Renovation	\$123,000		
Selective Insurance	Lobby Renovations at SI Headquarters	\$1,300,000	HQW Architects 124 Main Street Newton, NJ 07860	Mark Snook, Facilities Project & Safety Manager
	Building Renovations for New SI Hotel	\$5,000,000	Chris Wolverton, Principle 973-383-1360	973-948-1902
Mahwah BOE 60 Ridge Road Mahwah, NJ 07430	Grandstand Replacement at Mahwah HS	\$2,314,725	LAN Associates 445 Godwin Ave, Suite 9 Midland Park, NJ 07432 Irian Verkhovskaya 201-447-6400	Kyle Bleeker, BA 201-762-2415
Lenape Valley School District 28 Stanhope Sparta Rd Stanhope, NJ 07874	Science Lab Renovation at Lenape Valley High School	\$433,000	Parette Somjen Architects 439 US-46 #4 Dover, NJ Kenneth Mieles 973-586-2400	Robert G. Klinck, Board Secretary 973-347-7600
American Renal Association 30 Hatfield Lane, Bldg 2 Goshen, NY 10924	Ground up Construction of 8,000 sq ft new Dialysis Center	\$2,262,000	DeHaan & Associates 55 North Street, Suite 101 Chris DeHaan, Principle 845-222-6815	Tim Sutton, Construction Project Manager 978-778-4584
Warwick Central School District 89 Sanfordville Rd Warwick, NY 10990	15,000 sq ft Media/Library Center Renovation with new TV studio	\$1,190,200	Eisenbach & Ruhnke Engineering, PC 291 Genesee St Utica, NY 13501	Tim Holmes, Business Administrator 845-222-8114
	Pool Renovation	\$660,000	Mark Ruhnke, Vice President 315-794-7944	Steve Salvato, Facilities Manager 845-222-2943
	Bus Garage & Wash	\$765,000		
Wharton BOE 137 E. Central Ave Wharton, NJ 07885	Security Vestibule at Marie Duffy ES	\$82,000	Coppa Montalbano Architects 97 Lackawanna Ave Totowa, NJ 07512 Dave Andriola, AIA 973-890-8989 x 104	Sandy Cammarata Business Administrator 973-361-2593

<p>Morris View Healthcare Center 540 W. Hanover Ave. Morris Plains, NJ 07950</p>	<p>Nursing Area Renovation</p>	<p>\$332,000</p>	<p>El Associates 8 Ridgedale Ave, Cedar Knolls, NJ 07927</p> <p>Bill Van Wyk (973) 775-7777</p>	<p>Dave Endly Director of Buildings & Grounds</p> <p>973-885-8786</p>
	<p>Morris View Shower Suite Alterations</p>	<p>\$796,000</p>		
	<p>Morris View Phase 1 Kitchen Upgrades</p>	<p>\$267,000</p>		
<p>Port Jervis City School District Board of Education 9 Thompson Street Port Jervis, NY 12771</p>	<p>Reconstruction Projects at PJCS D - Hamilton Elementary, Port Jervis High School</p>	<p>\$858,000</p>	<p>Savin Engineers 3 Campus Drive Pleasantville, NY 10570</p> <p>Joe Tola 914-769-3200</p>	<p>Savin Engineers Joe Tola</p> <p>914-769-3200</p>
	<p>Reconstruction Projects at PJCS D- Kuhl Elementary School & Port Jervis HS</p>	<p>\$457,000</p>		
<p>Mountain Creek Resort 200 Route 94 Vernon, NJ 07462</p>	<p>Appalachian Hotel Café Fit-out</p>	<p>\$486,000</p>	<p>Sol Design Studio 501 East 9th Ave Ybor City, FL 33605</p> <p>Carlos Molnar 813-242-4267</p>	<p>David Koffman, Owner dlkoffman@hskindustries.com Tracey Fish, CFO 607-759-9927</p>
	<p>Appalachian Hotel Room 402 Upgrades</p>	<p>\$52,000</p>		

SUSSEX COUNTY COMMUNITY COLLEGE
SUBCONTRACTOR LIST

In accordance with N.J.S.A.18A:64A-25.25, the following information **MUST** be provided for all subcontractors to whom you will subcontract the furnishing of 1) plumbing and gas fitting work, 2) refrigeration, heating and ventilating systems, and equipment, 3) electrical work, and 4) structural steel and ornamental iron work.

Instructions:

List below any proposed subcontractors furnishing work in the above listed trades, including the subcontractor's name, business address, and State license number, if applicable. Where a subcontractor is not listed for one of these trades, a Bidder will be deemed to have elected to perform the trade work with Bidder's own workforce.

- 1) Plumbing and gas fitting and all kindred work

N/A

- 2) Refrigeration, heating, and ventilating systems and equipment and all kindred work

N/A

- 3) Electrical work including, including any electrical power plants, tele-data, fire alarm, or security systems.

Power With Prestige

40 Swartswood Road

Newton, NJ 07860

- 4) Structural steel and ornamental iron work

N/A

I certify that the foregoing statements made by me are true. I am aware that if any of the statements made by me are willfully false, I may be subject to punishment.

Bidder's Authorized Representative

Company Name: Wallkill Group, Inc.

Signature: 

Date: 4/3/2025

Printed Name: Michele Lucci-Hammond

Title: President/CFO

Project: PTSA Basement Renovations

THIS FORM MUST BE SUBMITTED WITH BID

Certificate Number
617966

Registration Date: 08/27/2024
Expiration Date: 08/26/2026



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

POWER WITH PRESTIGE INC
2024

Responsible Representative(s):
Joseph Carroll, President

Responsible Representative(s):
Suzy Carroll, Vice-President

Handwritten signature of Robert Asaro-Angelo.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

06/15/05

Taxpayer Identification# 223-359-690/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully
John E. Tully, CPA
Director

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

POWER WITH PRESTIGE (PWP) INC.

TRADE NAME:

PWP INC

ADDRESS:

40 SWARTWOOD ROAD
NEWTON NJ 07860

SEQUENCE NUMBER:

0542767

EFFECTIVE DATE:

07/25/94

ISSUANCE DATE:

06/15/05

FORM-BRC(08-01)

John E. Tully
Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

POWER WITH PRESTIGE, INC.
40 SWARTSWOOD ROAD
NEWTON, NJ 07860

State of New Jersey



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND
CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034**



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$5,000,000	C019 - CONCRETE/FOUND. FOOTINGS/MASONRY WORK C047 - ELECTRICAL license #: 34EI01346800 C022 - FENCING C009 - GENERAL CONSTRUCTION/ALTER.& ADDITIONS	02/13/2025 02/13/2025 02/13/2025 02/13/2025	02/12/2027

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEB SITE](#).

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors

HAS LICENSED

POWER WITH PRESTIGE-PWP INC
JOSEPH P. CARROLL II
40 SWARTSWOOD ROAD
NEWTON NJ 07860

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Business Permit

01/19/2024 TO 03/31/2027
VALID

34EB01346800
LICENSE/REGISTRATION/CERTIFICATION #

[Signature]
Signature of Licensee/Registrant/Certificate Holder

[Signature]
ACTING DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors
HAS LICENSED
POWER WITH PRESTIGE-PWP INC
Electrical Business Permit

01/19/2024 TO 03/31/2027
VALID
34EB01346800
License/Registration/Certificate #
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of Electrical Co
P.O. Box 45006
Newark, NJ 07101

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors

HAS LICENSED

JOSEPH P. CARROLL II
40 SWARTSWOOD ROAD
NEWTON NJ 07860

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Contractor

01/19/2024 TO 03/31/2027
VALID

34EI01346800
LICENSE/REGISTRATION/CERTIFICATION #

[Signature]
Signature of Licensee/Registrant/Certificate Holder

[Signature]
ACTING DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors
HAS LICENSED
JOSEPH P. CARROLL II
Electrical Contractor

01/19/2024 TO 03/31/2027
VALID
34EI01346800
License/Registration/Certificate #
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of Electrical Co
P.O. Box 45006
Newark, NJ 07101

JOSEPH P. CARROLL II

EXPIRATION DATE 2027

YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 34EI 01346800 . PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW.

Board of Examiners of Electrical Contractors
P.O. Box 45006
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

PRINT YOUR NEW MAILING ADDRESS BELOW.
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES

P.O. BOX 026

TRENTON, NJ 08625-026

PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY

Governor

TAHESHA WAY, ESQ.

Lt. Governor

ELIZABETH MAHER MUOIO

State Treasurer

5-YEAR RECERTIFICATION

APPROVED

under the

Small Business Set-Aside Act

This certificate acknowledges POWER WITH PRESTIGE (PWP) INC. as a Category 5 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a small business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists small business entities. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki
Deputy Director

Issued: 12/22/2024

***Expiration: 12/22/2029**

Certification Number: A0554-22

***As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.**

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Feb-2022 to 15-Feb-2029**

POWER WITH PRESTIGE INC.
40 SWARTSWOOD ROAD
NEWTON NJ 07860



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

Certificate Number
701252

Registration Date: 09/22/2024
Expiration Date: 08/21/2025



State of New Jersey

Department of Labor and Workforce Development
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Walkkill Group, Inc.
2024

Responsible Representative(s):
Michele Lucci-Hammond, President

Responsible Representative(s):
Theodore Brennan, Vice-President

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

05/16/18

Taxpayer Identification# 464-375-085/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
WALLKILL GROUP, INC.

TRADE NAME:

ADDRESS:
3505 RTE.94 STE 1A
HAMBURG NJ 07419

SEQUENCE NUMBER:

1873189

EFFECTIVE DATE:

ISSUANCE DATE:

05/09/14

05/16/18



Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

WALLKILL GROUP, INC.
3505 ROUTE 94
HAMBURG, NJ 07419

State of New Jersey



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034**



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$15,000,000	C104 -FOOD SERVICE EQUIPMENT C009 -GENERAL CONSTRUCTION/ALTER.& ADDITIONS C106 -LAB FURNITURE/EQUIPMENT C034 -SERVICE STATION	02/26/2025 12/02/2024 02/26/2025 02/26/2025	12/01/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEB SITE](#).



State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges WALLKILL GROUP, INC. as a Category 5 approved Small Business (SBE) that has met the criteria established by N.J.A.C. 17:13 and/or 17:14..

This registration will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the registration notice, an annual verification statement in which it shall attest that there is no change in the ownership, revenue eligibility or control of that business.

If the business fails to submit the annual verification statement by the anniversary date, the SBE registration will lapse and the business SBE status will be revoked in the New Jersey Selective Assistance Vendor information (NJSAVI) database that lists registered Small businesses. If the business seeks to be registered again, it will have to reapply and complete a new application



Peter Lowicki
Deputy Director

Issued: 3/2/2021
Certification Number: A0142-19

Expiration: 3/2/2024

Certification 55159

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Oct-2022 to 15-Oct-2029

WALLKILL GROUP, INC.
3505 ROUTE 94, SUITE 1A
HAMBURG

NJ 07419



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Walkill Group, Inc.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) 3505 Rt.94, Suite 1A City, state, and ZIP code Hamburg, NJ 07419 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
Employer identification number	
4 6 - 4 3 7 5 0 8 5	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 3/5/2025
------------------	----------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

**SUSSEX COUNTY COMMUNITY COLLEGE
NOTICE TO ALL CONTRACTORS
PREVAILING WAGE/CERTIFIED PAYROLL STATEMENT
PSTA Basement Renovation**

Contractor is here advised that Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-55.25 et seq. requires that all public works employers (contractors and subcontractors) shall submit a certified payroll record to the public body or lessor which contracted for the public work project each payroll period within ten (10) days of the payment of wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

A copy of the certified payroll form may be obtained through the State of New Jersey Department of Labor and Workforce Development website, www.nj.gov/labor/wagehour/wagerate/pwr_construction.html. Certified copies of the records must be submitted to the College. Failure of the Contractor to submit payroll records to the College may result in delays of invoice payments.

I, Michele Lucci-Hammond, President/CFO of the organization/firm of Wallkill Group, Inc. in the (City, Town, Borough) of Hamburg State of New Jersey and being of full age, being duly sworn according to law on my oath depose and say that:

I am or represent the Bidder submitting the bid for the products/services relative to this project, that I executed the Bidder's Proposal with full authority to do so, and that said **Bidder shall pay prevailing wage rates for this project and comply with the Prevailing Wage laws of the State of New Jersey.**

Payroll on the project will be processed: (check one)

Weekly Bi-Weekly Semi-Monthly Monthly

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

Bidder's Authorized Representative: Michele Lucci-Hammond
Printed Name
President/CFO
Title

Signature

This form must be completed and submitted with bid.



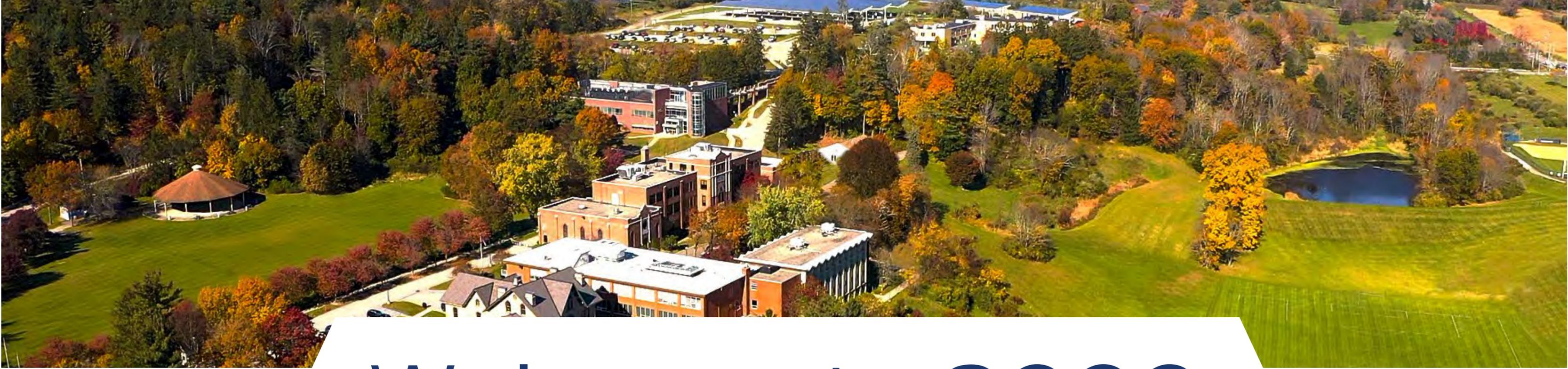
About Sussex County Community College

Start here, go anywhere!

March 2025 Financial Discussion

sussex.edu | 973.300.2100





Welcome to SCCC

- Two-year Comprehensive Community College
- 167-Acre Campus located in Newton, NJ
- Over 3,000 students each year from 10 states and 14 countries.

2022-2026 Strategic Plan

High-Quality Academic and Occupational Programs

To strengthen and support high-quality academic and occupational programs through a comprehensive teaching and learning experience which fosters student success.

Accessible and Supportive Environment

To provide an accessible, inclusive, and supportive environment that fosters a holistic approach to academic and student support resources for the success of all students.

Dynamic College Experience

To offer a unique, robust college experience including engaging campus life, athletics, and clubs to strengthen the student experience.

Lifelong Learning

To foster a community-wide culture that promotes scholarly inquiry, professional development, and academic research.

Inclusive College Community

To embrace and strengthen an inclusive culture that values all members of the community.

ABOUT SCCC

VISION

Sussex County Community College will be a leader in NJ Higher Education as a premier provider of 21st century learning opportunities, professional training, and skills development to meet the needs of the people of our community in a globally competitive environment.

MISSION

Sussex County Community College provides a dynamic college experience to a diverse community of students that supports the economic prosperity of the region through lifelong learning, and high-quality academic and occupational programs, in an accessible and supportive environment to ensure student success.





Student
Centered
Campus



Financial Status Discussion

As of March 31, 2025 Actual vs. Budget and vs. Prior Year

Revenue:

- Fall, Winter and Spring semesters have exceeded 2025 budget by 14% and 2% over prior year.
- Overall tuition revenue is exceeding the budget as of March 2025 by 6% and is up over March 2024 by 2.4%
- Revenue increase to Budget due to sale of Morgan Stanley portfolio and transferred to Provident bank accounts February 11, 2025. Funds have been moved to the new investment firm, Biondo Group.
- Year over year revenue reduction due to CARES funds received in 2024

Expenses:

- Pressures to budget:
 - Consulting costs for Jenzabar
 - Legal fees
 - Repairs and maintenance (Boiler, plumbing, general interior, snow plow budget seasonality)
 - Health insurance benefits (working with the 2 NJ County Colleges that don't use the state health benefit plan)
- Variances in grants and financial aid is timing compared to budget and more need than prior year



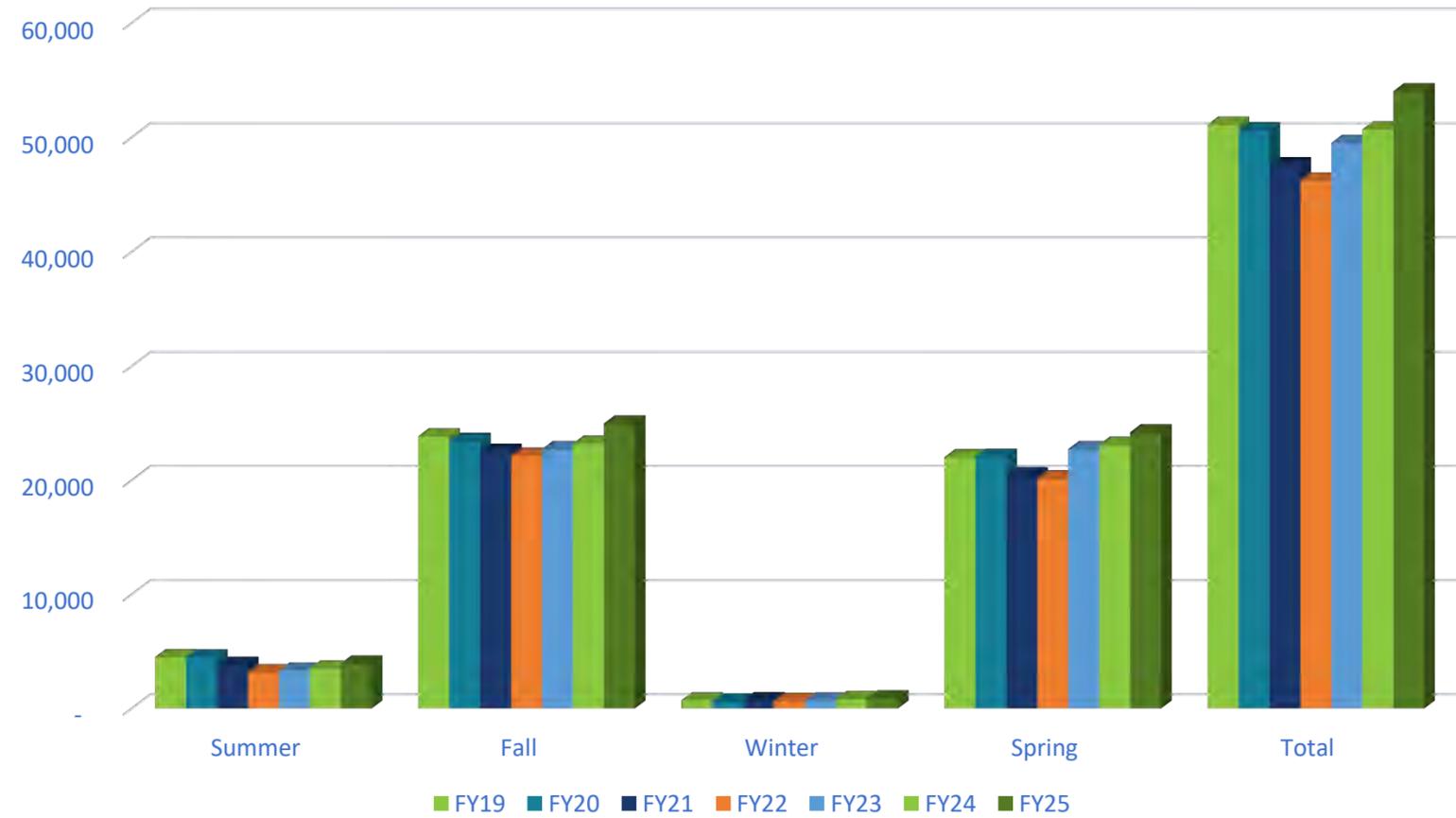
March 2025 - Credit Hours Dashboard

Credit Hours	FY25	FY25 Budget	FY25A vs FY25B	FY24 Actuals	FY25A vs FY24A
Summer II	929	436	113%	752	23.5%
Summer III	1,494	1,137	31%	1,433	4.3%
Fall	24,974	23,980	4%	25,592	-2.4%
<u>1st half of year</u>	27,397	25,553	7%	27,777	-1.4%
Winterim	900	665	35%	717	25.5%
Spring	24,209	19,617	23%	22,826	6.1%
<u>2nd half of year</u>	25,109	20,282	24%	23,543	6.7%
Summer I	1,461	1,707	-14%	1,816	-19.5%
Summer IV	67			19	252.6%
<u>2nd half of year</u>	26,637	21,989	21%	25,378	5.0%
<u>TOTAL Fiscal Year Credit Hrs</u>	54,034	47,542	14%	53,155	1.7%



FY History of Credit Hours

Credit Hours

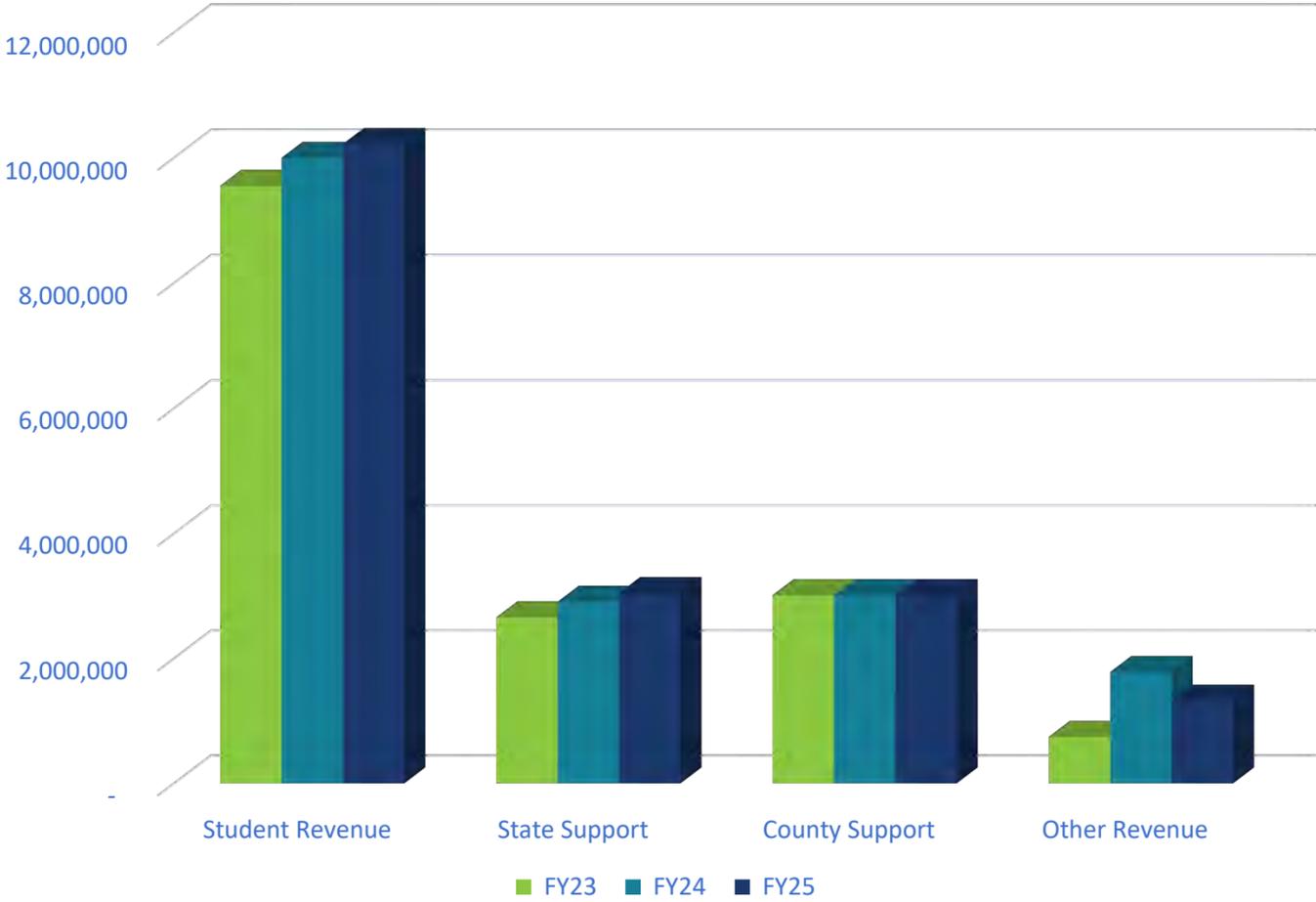


	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4,511	4,492	3,838	3,194	3,331	3,523	3,951
Fall	23,856	23,460	22,506	22,166	22,736	23,219	24,974
Winter	721	625	734	671	717	841	900
Spring	22,033	22,060	20,495	20,185	22,737	23,120	24,209
Total	51,121	50,637	47,573	46,216	49,521	50,703	54,034



Revenue

Revenue



	FY23	FY24	FY25
Student Revenue	9,555,138	9,999,833	10,221,785
State Support	2,660,606	2,910,054	3,048,610
County Support	3,015,000	3,015,000	3,015,000
Other Revenue	745,968	1,783,579	1,325,315

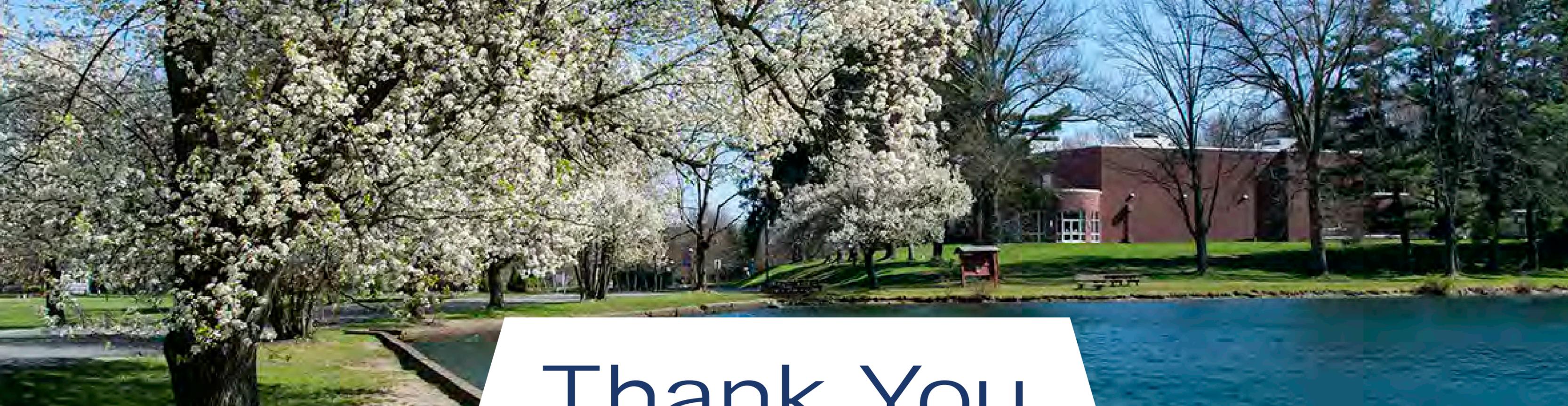


March 2025 YTD Actual vs Budget & Prior Year



(\$thsd)	9 Mos. YTD 25	9 Mos.25 YTD Budget	Budget Var \$	9 Mos. 24 YTD	Prior Year Var \$
Total Student Revenues	10,222	9,665	557	10,000	222
Change in Student Revenue			5.8%		2.2%
Non-Student Revenues					
State Support	3,049	2,927	122	2,910	139
County Support	3,015	3,015	0	3,015	0
CARES Support	0	0	0	579	(579)
Other Revenues	1,325	411	914	1,205	120
Subtotal Non-Student Revenues	7,389	6,353	1,036	7,709	(320)
Subtotal all Revenues	17,611	16,017	1,593	17,709	(97)
Grant Revenue (Pass thru)	1,959	600	1,359	1,006	953
PSTA Revenue	339	255	84	317	22
Federal, State Financial Aid	6,602	2,933	3,669	7,015	(413)
Federal ,State Loans	1,922	2,213	(291)	1,943	(21)
Subtotal Grant Revenues(Pass thru)	10,822	6,002	4,821	10,281	541
Total Operating Revenues	28,433	22,019	6,414	27,990	444
Expenses					
Salaries/Benefits	10,569	10,181	388	9,705	864
Other Expenses	5,994	5,285	709	5,782	213
Subtotal Expenses	16,564	15,467	1,097	15,487	1,077
Grant Expense (Pass thru)	1,959	600	1,359	1,006	953
PSTA Expense	339	255	84	317	22
Federal, State Financial Aid	6,602	2,981	3,621	7,015	(413)
Federal ,State Loans	1,922	2,166	(244)	1,943	(21)
Subtotal Grant Expenses(Pass thru)	10,822	6,002	4,821	10,281	541
Total Operating Expenses	27,386	21,468	5,918	25,768	1,618
Contribution to Unrestricted Fund Balance	1,047	551	496	2,222	(1,175)





Thank You



973.300.2100



tpappan@sussex.edu



sussex.edu



One College Hill Road
Newton, NJ



Correspondence File – April 2025

1. Email response from Senator Sarlo regarding the Senate Budget and Appropriations Committee and Budget Hearings.
2. Email from Allison Ognibene, Lead Faculty Theater, with updates about theater program activities.
3. Emails from Vernon and Lenape counselors thanking our Admissions Team for the Lunch and Learn sessions.
4. Email regarding Lenape Valley Senior Registration.

Wendy Fullem

From: Cory Homer
Sent: Monday, April 7, 2025 12:44 PM
To: Wendy Fullem
Subject: FW: From the Office of Paul A. Sarlo

Board correspondence 😊



Cory Homer, Ph.D.
Interim President
973-300-2116
chomer@sussex.edu
One College Hill Rd.
Newton, NJ 07860

Start here, go anywhere!

[Tour the Campus](#)

From: Paul A. Sarlo <SenSarlo@njleg.org>
Sent: Monday, April 7, 2025 12:03 PM
To: Cory Homer <chomer@sussex.edu>
Subject: From the Office of Paul A. Sarlo



SENATOR
PAUL A. SARLO

NEW JERSEY SENATE | 36TH LEGISLATIVE DISTRICT

Dear Constituent,

Thank you for contacting my legislative office regarding New Jersey's Community Colleges. My office has noted your comments.

As the Senate Budget and Appropriations Chairman, I appreciate you reaching out to my office and voicing your concerns on state investment in community colleges. I will keep your comments and suggestions in mind as my staff and I continue to work with the Governor to put forth a fair and balanced state budget for Fiscal Year 2026.

Once again, thank you for your concern and interest in this important issue. If I can be of any further assistance to you in the future, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul A. Sarlo".

Paul A. Sarlo
Senator

From: [Allison Ognibene](#)
To: [Cory Homer](#); [Wendy Fullem](#)
Subject: Re: March 2025 All College Updates
Date: Thursday, March 27, 2025 9:09:14 AM

Hi Cory and Wendy,

Just wanted to put the performing arts on your radar. We are doing great things at the PAC!

Our show, "You're A Good Man, Charlie Brown!" opens on April 4 and runs through April 12. Dr. Gianuzzi is the music director and we have a special director for this show, Christa Piper, who is the artistic director of North Star Theater Company. Both Doc G and I were founders of that theater company.

We also have a children's play called, "I Can! We Can!" and we received a grant from the Sussex County Arts and Heritage Council to help support this workshop. Our show runs April 26, May 1 and May 3. We are also doing a special Bring Your Kids to Work Day show on April 24 for the college community.

All the best!

Sincerely,

Allison Ognibene
Lead Faculty Theater
Adjunct-Theater

Sussex County Community College
One College Hill
Newton, NJ
Work - 973-300-2184
aognibene@sussex.edu

Register for Spring Semester at www.sussex.edu

From: Cory Homer <chomer@sussex.edu>
Sent: Thursday, March 27, 2025 8:58 AM
To: All College <allcollege@sussex.edu>
Subject: March 2025 All College Updates

Good Morning,

I cannot believe we are almost in April!

Please see the attached March 2025 updates from around the campus.

Many of these items were reported on last night at the Board of Trustees meeting.

While we always try to do our best in including all happenings at the College, sometimes we might miss something due to there being so much going on!

If that is ever the case, always know you can send myself or Wendy a note regarding an important update and we will do our best to include in future updates.

As always, thank you for everything you do and know my door is always open



Start here, go anywhere!

Cory Homer, Ph.D.
Interim President
973-300-2116
chomer@sussex.edu
One College Hill Rd.
Newton, NJ 07860

[Tour the Campus](#)

From: [Julie Fliegel](#)
To: [Wendy Fullem](#)
Subject: FW: SCCC Arbor Restaurant Lunch & Learn
Date: Wednesday, April 16, 2025 10:14:08 AM

From: Kochan Maria <mkochan@lvhs.org>
Sent: Monday, April 7, 2025 2:01 PM
To: Julie Fliegel <jfliegel@sussex.edu>
Cc: Kathleen Finizio <kfinizio@lvhs.org>; Jill Hofer <jhofer@lvhs.org>; Lauren Rossi <rossi@lvhs.org>
Subject: Re: SCCC Arbor Restaurant Lunch & Learn

Julie!

Thank you so much for hosting the counselors. They had a great time and felt the luncheon was very informative.

Also, thank you for the goodie bag. I love the beach towel!!!!

The counselors look forward to bringing the students on April 15. Kathleen will reach out soon with a head count and a list of their intended majors!

We appreciate all you do!

Warmly,
Maria

Maria Kochan, Supervisor of Guidance
Lenape Valley Regional High School
28 Sparta-Stanhope Road
Stanhope, NJ 07874
Ph: 973-347-7600 ext. 5125
F: 973-448-0106
[Recursos en línea en español](#)

On Mon, Apr 7, 2025 at 1:58 PM Julie Fliegel <jfliegel@sussex.edu> wrote:

Good afternoon Maria, Caitlin and Alexis,

It was great meeting everyone face to face instead of through emails. Please share the below email with all your staff who attended the luncheon.

Thank you!
Julie

Dear Counselors,

Thank you so much for joining us at The Arbor Restaurant for our recent Lunch and Learn with Sussex County Community College Admissions. We truly appreciate your time, collaboration, and the great conversations shared over a delicious meal.

It was a pleasure to connect with each of you, and we're especially grateful for your continued partnership in supporting students as they explore their postsecondary options. We were also thrilled to have Thea Olsen, Executive Director of NJ Transfer, join us and share valuable insight.

If you're interested in scheduling a workshop for your students, you can easily request one using this form: [High School Counselors Workshop Request](#).

And if you enjoyed the warm hospitality and cuisine at The Arbor Restaurant, we encourage you to make a reservation for a future visit: [Reserve at The Arbor](#).

Thanks again for a wonderful afternoon—we look forward to working together again soon!

Jamie Borger
Kate McCaw
Julie Fliegel



Julie A. Fliegel

Early College Coordinator

973-300-2223

Monday-Friday 8 - 4

jfliegel@sussex.edu

admissions@sussex.edu

cep@sussex.edu

Take a [Tour of campus](#) today!

From: [Julie Fliegel](#)
To: [Wendy Fullem](#)
Subject: FW: SCCC Arbor Restaurant Lunch & Learn
Date: Wednesday, April 16, 2025 9:21:23 AM

Here is another one for the Board from Vernon H.S. when we had a luncheon for all the high school counselors.

From: Pisco, Alexis <apisco@vtsd.com>
Sent: Tuesday, April 8, 2025 7:18 AM
To: Julie Fliegel <jfliegel@sussex.edu>
Subject: Re: SCCC Arbor Restaurant Lunch & Learn

Thank you again, it was a wonderful afternoon!

Alexis Pisco

School Counselor

Vernon Township High School

973-764-5727

On Mon, Apr 7, 2025 at 1:58 PM Julie Fliegel <jfliegel@sussex.edu> wrote:

Good afternoon Maria, Caitlin and Alexis,

It was great meeting everyone face to face instead of through emails. Please share the below email with all your staff who attended the luncheon.

Thank you!

Julie

Dear Counselors,

Thank you so much for joining us at The Arbor Restaurant for our recent Lunch and Learn with Sussex County Community College Admissions. We truly appreciate your time, collaboration, and the great conversations shared over a delicious meal.

It was a pleasure to connect with each of you, and we're especially grateful for your continued partnership in supporting students as they explore their postsecondary options. We were also thrilled to have Thea Olsen, Executive Director of NJ Transfer, join us and share valuable insight.

If you're interested in scheduling a workshop for your students, you can easily request one using this form: [High School Counselors Workshop Request](#).

And if you enjoyed the warm hospitality and cuisine at The Arbor Restaurant, we encourage you to make a reservation for a future visit: [Reserve at The Arbor](#).

Thanks again for a wonderful afternoon—we look forward to working together again soon!

Jamie Borger
Kate McCaw
Julie Fliegel



Julie A. Fliegel

Early College Coordinator

973-300-2223

Monday-Friday 8 - 4

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Take a [Tour of campus](#) today!

From: [Julie Fliegel](#)
To: [Wendy Fullem](#)
Cc: [Cory Homer](#)
Subject: FW: thank you
Date: Wednesday, April 16, 2025 8:53:16 AM

Hi Wendy,

Cory asked me to send this to you for the Board.

This event was yesterday for Lenape Valley Senior Registration.

Thank you,
Julie

From: Kochan Maria <mkochan@lvhs.org>
Sent: Tuesday, April 15, 2025 1:44 PM
To: Julie Fliegel <jfliegel@sussex.edu>
Subject: thank you

Hello, Julie!

The counselors and students all had a great day today. Jill mentioned that the experience felt very personalized to each student. Kathleen said it was very organized and productive with how the tours and course registrations were structured. Lauren shared that the student had a great time.

Thank you so much for everything!!! We feel the visit up to your campus is a great experience!!!

Sincerely
Maria

Maria Kochan, Supervisor of Guidance
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