

**PRINCETON CHARTER SCHOOL
SPECIFICATIONS FOR LEASE OF SCHOOL PROPERTY
March 25, 2015**

Description of Space to be Leased: Pursuant to N.J.S.A. 18A:20-8.2, Princeton Charter School ("PCS") is soliciting bids for a three (3) year lease of a 740 square foot space consisting of four (4) small offices. The space to be leased is located in an old farm house, circa 1900, with no main exterior entrance and with shared hallways. Three of the four offices are located on the second floor of a walk-up. There is no elevator service in the building. Heating and electricity services are provided by the landlord. The tenant will be responsible for all other utilities e.g., voice and data communications, etc. There is limited gravel parking at the office site. Limited signage permitted at the discretion of the landlord. The successful entity will be required to enter into a lease with PCS and the entity's bid submission and these bid specifications will become a part of the lease.

Submission Deadline: At or before 10:00 a.m. on Wednesday, April 8, 2015.

Submission of Bids: Sealed bids may be hand delivered or mailed to the Princeton Charter School Business Office, 2nd floor, 100 Dunn Dr., Princeton, NJ 08540. In the case of mailed bids, Princeton Charter School assumes no responsibility for bids received after the above-stated designated date and time. Bids received after the above-stated designated date and time will not be accepted and will be returned unopened. Bids will not be accepted by facsimile or e-mail.

Requirements, Conditions, and Instructions for Bidders:

Pursuant to N.J.S.A. 18A:20-8.2, the use of the leased space must be compatible with the establishment and operation of PCS. Accordingly, the bidding entity must be a non-profit organization with a mission compatible with and/or advancing the educational mission of PCS. See <http://www.pcs.k12.nj.us/school-highlights-hist.cfm>.

Bidders must submit the following information and documentation with their sealed bid:

1. Name of entity and address of principal place of business
2. Entity's telephone number, fax number, e-mail address, and hours of operation
3. Name, contact information, and signature of authorized agent on the bid submission
4. List of all officers, directors, and Board members
5. Proof of non-profit status
6. Mission statement of the entity
7. Certification of formation, articles of association and/or other formation instruments
8. Name, address, and contact information for municipal, school board, or other references
9. Detailed description of proposed use of space to be leased
10. Proposed rental rate(s) for the three-year term
11. Proof of insurance coverages as follows:
 - a. Commercial General Liability - bodily injury, property damage and personal injury - coverage with following minimum limits:
 - i. Minimum \$1,000,000 each occurrence
 - ii. Minimum \$2,000,000 Annual Aggregate
 - b. Workers' Compensation coverage – N.J. statutory limit
 - c. Umbrella Excess Liability (over Primary) with following limits:
 - i. \$1,000,000 each occurrence/\$1,000,000 aggregate

Upon notification of selection, the successful entity will be required to submit and/or execute the following documentation:

1. Affirmative Action Statement
2. Insurance Certificate naming PCS as an additional insured on its General Liability and Umbrella Policies
3. Form of lease approved by the PCS's Board of Trustees

Basis of Award: PCS will award the contract to the most advantageous proposal, including the proposed rental rate and compatibility of the entity's mission and proposed use of rental property, in accordance with the bid specifications.

Right to Reject Proposals: PCS reserves the right to reject any or all proposals, to waive any minor informalities or irregularities in proposals received, and to accept the bid which is in the best interest of PCS.