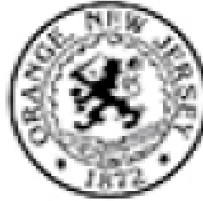


CITY OF ORANGE TOWNSHIP



REQUEST FOR PROPOSAL

COMMUNICATIONS SERVICES

FOR THE ORANGE MUNICIPAL COUNCIL

FAIR & OPEN PUBLIC SOLICITATION

RFP SUBMISSION DEADLINE:

- DATE: July 20, 2017
- TIME: 1:00 PM
- PLACE: City Hall
Council Chambers
4th Floor
29 NORTH DAY STREET
ORANGE, NJ 07050

PRE-PROPOSAL CONFERENCE:

- DATE: Monday, July 17, 2017
- TIME: 1:00 P.M.
- PLACE: City Hall
Council Chambers
4th Floor
29 NORTH DAY STREET
ORANGE, NJ 07050

REQUEST FOR PROPOSAL

COMMUNICATIONS SERVICES

The CITY OF ORANGE TOWNSHIP is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1(k), et seq. for **COMMUNICATIONS SERVICES for the Orange Municipal Council**.

Sealed RFP responses will be received by Joyce L. Lanier on **July 20, 2017 at 1:00 P.M.** in the Municipal Council Chambers, City Hall, 29 North Day Street, Orange, New Jersey 07050, at which time and place responses will be publicly opened and read aloud for:

COMMUNICATIONS SERVICES

Detailed Request for Proposals are on file at the Office of the City Clerk, City Hall, 29 North Day Street, 3rd Floor room 303 between the hours of 9:30 am – 4:00 pm., Monday through Friday or can be downloaded from the City of Orange Township's website: www.ci.orange.nj.us under the **BUSINESS tab – Bids and Solicitations**. The proposal is to be enclosed in a sealed envelope and distinctly show the name of the bidder and marked:

COMMUNICATIONS SERVICES

A highly recommended pre-submission conference will be held in the Council Chambers City Hall, 29 North Day Street, Orange, NJ at 1:00 P.M. on Monday, July 17, 2017.

All Professional Service Contractors are required to comply with the requirements of N.J.S.A. 10:5-33 et seq. Affirmative Action, P.L. 1975, c. 127, N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contract and N.J.S.A. 52:25-24.2 (Disclosure of Ownership)).

Unless otherwise provided, in any supplement to these instructions to respondent, no respondent shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the advertisement or Request for Proposal. For any questions regarding such, please contact Joyce L. Lanier at (973) 266-4026.

Joyce L. Lanier
City of Orange

Township

1.1 Purpose and Intent

This Request for Proposal (RFP) is issued by the City of Orange, New Jersey pursuant to the competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-4.1 to 4.5.

The purpose of this RFP is to solicit proposals from qualified vendors for providing communications services for the City of Orange Township.

1.2 Content of RFP

It is necessary for vendors to read the information contained in this Request for Proposal in order to understand:

1. The submission process for this RFP;
2. Documents that must accompany the proposal; and
3. Legal obligations of the vendors responding to the RFP.

Vendors are advised to thoroughly read and follow all instructions contained in this RFP. Failure of a vendor to carefully read and understand the information contained herein may result in the vendor's response to the RFP not being considered or accepted by the City of Orange Township.

Information obtained from any officer, agent, or employee of the City of Orange Township or any other person shall not affect the risks or obligations assumed by the vendor or relieve the vendor from fulfilling any of the conditions of this RFP or any subsequent contract.

1.3 Instructions to Vendors

1.3.1 Pre-Proposal Conference

A highly recommended Pre-Proposal Conference will be held at the City Hall, Council Chambers, 29 North Day Street, 4th Floor, Orange, New Jersey 07050 at 1:00 P.M. on July 17, 2017. This meeting is designed to provide a structured and formal opportunity for vendors to ask any questions they have concerning the proposal. The last day to submit questions is July 19, 2017 by or before **3:30 p.m.**

1.3.2 Acknowledgement of RFP and Contact Information

Vendors intending to respond to this RFP must send an e-mail to Joyce L. Lanier at jlani@ci.orange.nj.us acknowledging that they have downloaded the RFP with intent to respond. The e-mail must include a vendor contact name, address, telephone number and e-mail address for The City of Orange's use should conditions warrant such use.

1.3.3 Questions, Request for Information and/or Objections

Please direct any and all questions, inquiries and/or objections to this proposal to the City Clerk at the following address:

Joyce L. Lanier
City of Orange Township
29 North Day Street
3rd Floor, Room 303
Orange, New Jersey 07050

All questions should reference the section or exhibit of the RFP and page number to which they pertain and should be asked in consecutive order, from beginning to end, following the organization of the RFP.

All questions and inquiries concerning this RFP must be placed in writing. To the extent there is an objection to the contents of this RFP, the objection must be placed in writing and submitted no later than **3:30 p.m., July 17, 2017**. Untimely objections will not be considered.

Except for brief procedural matters, there will be no response to oral inquiries. No oral explanation or instruction will be binding upon the City of Orange Township.

1.3.4 Proposal Submission Deadline

Proposals must be received by the City of Orange Township Office of the City Clerk no later than 1:00 P.M. on July 20, 2017 and must be mailed or hand-delivered to the City of Orange Township, Attention: Joyce Lanier, 29 North Day Street, 3rd Floor, Room 301 Orange, New Jersey 07050. Telephone number: (973) 266-4026.

Each vendor must submit one (1) complete original proposal along with three (3) copies. Proposals must comply with the format set forth within this RFP. The City of Orange Township reserves the right to reject non-conforming proposals.

1.4 Miscellaneous Information

1.4.1 Revisions to the RFP

In the event it becomes necessary to clarify or revise this RFP, such clarification or revision shall be by an addendum to the RFP. Any addendum, if issued, shall be issued at least seven (7) days prior to the proposal due date.

Any addendum to this RFP shall become part of this RFP and part of the contract arising from the RFP.

1.4.2 Ambiguity, Conflict or Errors in the RFP

If a vendor discovers any ambiguity, conflict, discrepancy, omission or error in the RFP, the vendor shall immediately notify the City of Orange Township Office of the City Clerk of such error in writing.

1.4.3 Cost Liability

The City of Orange Township assumes no responsibility and bears no liability for costs incurred by vendors in the preparation and submittal of responses to this RFP.

1.4.4 Contents of Bid Proposal

After the date and time specified for the opening of responses to this RFP, all responses will be made available for public inspection. All interested parties may make an appointment to inspect any response to the RFP by contacting the Purchasing Agent.

1.4.5 Disclaimers

The City of Orange Township reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt by the City of Orange Township of a response to this RFP confers no rights upon the vendor nor obligations upon the City of Orange Township in any manner.

The City of Orange Township reserves the right to waive minor variances in responses to this RFP provided that the City of Orange Township considers such action to be in the best interest of the City, all in accordance with applicable law. Any such waiver shall not modify any remaining RFP requirements nor excuse any vendor from full compliance with the RFP specifications and other contract requirements if the vendor is awarded the contract.

1.4.6 Rejection of Responses

The City of Orange Township reserves the right to accept or reject in part or in whole any or all responses to this RFP submitted. The City of Orange Township shall reject the response of any vendor who is determined not to be responsible or whose response is deemed to be non-responsive. The provisions of N.J.S.A. 40A:11-13.2, Rejection of bids by a contracting unit, shall apply to this RFP. The City of Orange Township may reject any proposal for any reason permitted by applicable law.

The failure of a vendor to supply information concerning its responsibility may be grounds for a determination of non-responsibility.

Responses to the RFP received after the date and time specified herein will be automatically rejected.

2.0 Scope of Goods and Services

The City of Orange Township is soliciting proposals from qualified Communications Services vendors that will:

- Provide the City Council of the City of Orange Township with media relations ;
- Provide the City Council of the City of Orange Township with social media management;
- Develop and manage a website for the City Council of the City of Orange Township; and
- Assist the City Council of the City of Orange Township with constituent outreach.

The usage of the services shall be the City Council of the City of Orange Township.

The successful vendor will have experience in media relations, communication skills and effective, timely communication with the public. The Vendor will be responsible for Improving, maintaining and expanding the use of social media programs and providing efficient internet tools to help get news and information out as soon as possible (Facebook, Twitter, E-blasts, etc.).

3.0 Instructions for Response to RFP

Vendors are instructed to submit a proposal describing its ability to accomplish the work described above in the section titled Scope of Goods and Services.

3.1 Requirements of Complete Response

1. Name of the individual(s) to be assigned to perform the tasks;
2. Professional experience and education of the individual(s) to be assigned including a listing of experience with the City of Orange Township and/or experience with other New Jersey public entities;
3. A statement concerning the ability of the agency to perform tasks assigned by the City in a timely fashion;
4. A list of four (4) references with addresses and telephone contact numbers. Three (3) must have direct knowledge relating to your experience in the requested services;
5. A copy of your New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:21-1.1 et. Seq. or a completed Form AA-302 Initial Employee Information Report;
6. A copy of your New Jersey Business Registration Certificate;
7. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of professional liability insurance and all other insurance coverage in place as of the date of the submission of your response;
8. Any Professional licenses or certifications held by the individual(s) to be assigned to provide the services requested by the City; and
9. A complete and detailed description of all rates and charges associated with the requested services.

3.2 Cost Proposal

The Vendor's cost proposal shall include the complete cost to execute the project and ongoing work outlined in this RFP.

It is the intent of the City of Orange Township to hold the vendor accountable to provide the contracted services at their bid prices. The City of Orange Township bears no responsibility for vendor's errors and omissions in their cost proposals.

3.3 Additional Documents/Forms

3.3.1 Submission Form

The Proposer shall submit with its bid, a completed Submission Form, a form of which is included herewith.

3.3.2 Non-Collusion Affidavit

The Proposer shall submit with its bid, a non-collusion affidavit, a form of which is included herewith.

3.3.3 Stockholders'/Ownership Disclosure

Pursuant to L. 1977, N.J.S.A. 52:25-24.2, the Proposer shall submit with its bid, or prior to receipt of bids, a statement setting forth the names and addresses of all stockholders in the corporation, partnership or other business entity submitting a proposal who own ten percent (10%) or greater interest therein.

If one or more such stockholder or partner is itself a corporation, partnership or other business entity, the Proposer shall submit further disclosures pursuant to the law.

A form of Ownership Disclosure is included herewith and should be submitted by proposers.

3.3.4 Insurance Requirements

Proposer shall at all times during the period of its Agreement with the City, carry and maintain in full force and effect insurance as follows:

- Worker's Compensation: Proposer shall maintain Worker's Compensation Insurance in accordance with the laws of the State of New Jersey and at limits as statutorily mandated; and
- Public Liability and Property Damage: Proposer shall maintain broad form comprehensive or commercial general liability insurance, including contractual liability coverage, in form and manner and with an insurance company licensed to do business in New Jersey and reasonably acceptable to the City, against claims for personal injury, death or property damage with coverage in an amount not less than \$1,000,000.00 in respect to injury or death to a single person and in the aggregate, and \$1,000,000.00 in respect to property damage, with the City as an additional insured; and
- Automobile and Truck: Proposer shall maintain Comprehensive Automobile Liability Insurance covering bodily injury and property damage in an amount of \$1,000,000 combined single limit, including coverage for hired and non-owned automobiles.

The Proposer shall name the City of Orange Township as an additional insured on its comprehensive general liability insurance and shall provide the City with an insurance certificate or certificates on the standard ACORD form attesting to all required insurance coverage prior to commencing any Work hereunder. All policies shall be issued by insurance companies authorized to conduct such business under the laws of the State of New Jersey and rated as "A-" or better, as determined by A.M. Best Company.

The certificate(s) shall include a provision requiring at least thirty (30) days' notification to the City of Orange Township in the event of cancellation. Proposer shall not commence operation under its contract until such certificate(s) of insurance are submitted to the City of Orange Township.

3.3.5 Affirmative Action

The Proposer shall submit with its bid, an Affirmative Action Compliance Report, which is included

herewith.

3.3.6 Certificate of Employee Information Report/AA-302

The Proposer shall submit with its bid, a Certificate of Employee Information Report, a sample of which is included herewith.

3.3.7 Business Registration Certificate

- a) **Business Registration Certificate Requirements:** The law requires public entities to obtain and collect State of New Jersey, Department of Treasury Certificates of Business Registration from all contracted parties with whom they conduct business. **Prior to the award of Contract, all Proposers shall provide a Certificate of Business Registration. Said Certificate shall have been issued on or before the date for the receipt and opening of proposals.**
- b) The New Jersey State Business Registration program requires Proposers, subcontractors, and suppliers doing business with municipalities for work that includes, but is not limited to, that for the procurement of goods and services, to be registered with the New Jersey Department of Treasury, Division of Revenue. This requirement applies to the procurement of goods and services that are valued both above and below the bid threshold.
- c) **New Jersey Sales and Use Tax Requirements:** Pursuant to the same law, all Proposers or Proposers with subcontractors, or any of their affiliates, who enter into contracts for the provision of goods or services with or for New Jersey local government entities, including without limitation, municipalities, are required to collect and remit to the New Jersey Director of Taxation in the Department of the Treasury the use tax due on all of their sales of tangible personal property delivered into the State of New Jersey pursuant to the "Sales and Use Tax Act," (N.J.S.A. 54:32B-1 et seq.), regardless of whether the tangible personal property is intended for a contract with a contracting agency. This tax shall be remitted for the term of the Contract.

For purposes herein, "affiliate" shall mean any entity that (a) directly, indirectly or constructively controls another entity, (b) is directly, indirectly, or constructively controlled by another entity, or (c) is subject to the control of a common entity. For purposes of the immediately preceding sentence, an entity controls another entity if it owns, directly or indirectly, more than fifty percent (50%) of the ownership interest in that entity. N.J.S.A. 52:32-44(g)(3).

The successful Proposer agrees to comply with the rules and regulations promulgated pursuant to the Contractor Use Tax Registration and Collection Legislation.

Notwithstanding anything contained in the Contract Documents to the contrary, the Proposer shall indemnify, defend and hold the Owner harmless from and against any and all fines, taxes, penalties, interest, claims, losses, costs, expenses, liabilities or damages arising out of or in connection with the Proposer's failure to comply with the terms and condition of A-3130 (P.L. 2004, c.57) to the fullest extent permitted by law and public policy.

A BUSINESS ORGANIZATION THAT FAILS TO PROVIDE A COPY OF A BUSINESS REGISTRATION AS REQUIRED PURSUANT TO SECTION 1 OF P.L. 2001, C.134 (N.J.S.A. 52:32-44 ET SEQ.), OR THAT PROVIDES FALSE BUSINESS REGISTRATION INFORMATION UNDER THE REQUIREMENTS OF EITHER OF THOSE SECTIONS, SHALL BE LIABLE FOR A PENALTY OF TWENTY-FIVE DOLLARS (\$25) FOR EACH DAY OF

VIOLATION, NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000) FOR EACH BUSINESS REGISTRATION COPY NOT PROPERLY PROVIDED UNDER A CONTRACT WITH A CONTRACTING AGENCY.

The Proposer shall submit with its bid, a Business Registration Certificate, a sample of which is included herewith.

3.3.8 Disclosure of Investment Activities In Iran

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification enclosed in the bid to attest, under penalty of perjury, that the person or entity, or one of the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Board finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

3.3.9 Acknowledgement of Corrections, Addition and Deletions Form

3.3.10 Exceptions

The Proposer shall submit with its bid, any exceptions to the RFP, a form of which is included herewith.

3.3.11 References

The Proposer shall submit with its bid, references, a form of which is included herewith.

3.3.12 Americans With Disabilities Act

It shall be a condition that any company, firm or corporation supplying goods or services must be in compliance with the appropriate areas of the Americans with Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation. A signed, written certificate stating compliance with the Americans with Disabilities Act may be required, upon request by the Board. In addition the successful Proposer, shall comply with N.J.S.A. 10:5-31 et seq., as amended and supplanted and with the regulations promulgated by the State Treasurer pursuant thereto.

3.3.13 Political Contribution Disclosure

New Jersey State law requires that contractors receiving contracts which, in the aggregate, exceed \$50,000.00 from public entities within a calendar year, file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission. N.J.S.A. 19:44A-20.13. The successful proposer must determine if filing is necessary.

3.5 Number of Copies

Each vendor must submit one (1) complete ORIGINAL Response to the RFP clearly marked as the "ORIGINAL" and three (3) complete copies marked COPY.

The copies must be complete and exact copies of the original. The copies required are necessary for the evaluation of the vendor's proposal.

3.4 Submission of the Vendor's Response to the RFP

Responses to the RFP must be enclosed in a sealed opaque envelope or box, marked with the RFP name, the opening date, and the name and address of the vendor.

In order to be considered, responses must be received by the time and date specified in this RFP. Late submissions will not be considered.

Vendors are cautioned to allow adequate delivery time to ensure timely delivery of responses.

Responses which are hand delivered the day of the opening must be presented to the Division of Procurement prior to the time and at the place indicated.

Vendors failing to provide the required number of copies may be deemed non-responsive.

It is suggested that the vendor make and retain a copy of its Response to the RFP.

4.0 Evaluation and Selection Process

4.1 General

The Award of Contract shall be made to the responsive vendor whose proposal in response to the RFP is determined to be the most advantageous to the City of Orange Township.

Pursuant to N.J.S.A. 40A:11-4.3b., the City of Orange Township's Business Administrator, City Clerk and City Attorney shall administer the competitive contracting process.

4.2 Minimum Vendor Qualification Requirements

The following are minimum requirements to qualify vendors:

1. Vendor RFP response must be deemed responsive. A response will be deemed not responsive if material sections are not completed so as to prevent a full evaluation of the vendor's capability or qualification.
2. Vendor must demonstrate that they have been in business for at least (10) ten years.

Vendors deemed qualified will have their proposals evaluated for purposes of this RFP.

4.3 Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate responses to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

Evaluation/Selection Criteria	Weighting
Qualifications of the primary principal and support staff	25%
General experience of the company	25%
Availability to provide the City of Orange Township City Council with communications services	25%
Fee/Compensation	25%
TOTAL	100%

4.5 Contract Award

The contract will be awarded with reasonable promptness with notice to that vendor whose proposal to this RFP is determined to be most advantageous to the City of Orange Township, price and other factors considered based upon the criteria set forth in this RFP. Any or all proposals may be rejected when the City of Orange Township determines that it is in its interest to do so, in accordance with applicable law.

5.0 Term of Contract

The term of the contract is one (1) year with the option to extend for two (2) additional one (1) year periods. However, if for any reason the City of Orange Township is unsatisfied with the services, the City of Orange Township reserves the right to terminate the contract at any time.

5.1 Proposal Protest – Legal Fees and Costs

In the event a Proposer unsuccessfully challenges a Proposal Submission or determination of the City of Orange Township by filing an action in a court of law concerning same, said Proposer agrees to be responsible for payment of reasonable legal costs and fees incurred by the City relating to said protest.

5.2 Record Maintenance

Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall maintain all documentation related to products, transactions or services under this Contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

5.3 Contract Between the City of Orange Township and Proposer

The form of contract between the City of Orange Township and the successful Proposer shall incorporate all terms and conditions of the RFP. Further, the following provisions shall be included in the contract between the City of Orange Township and the successful Proposer:

- 1) LIABILITY/INDEMNIFICATION

Successful Proposer agrees to assume all risk of loss and to indemnify and hold the City of Orange Township harmless from and against any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witnesses' fees, and expenses incident thereto, of any type whatsoever, arising out of any act or omission of the successful Proposer, its employees or agents in the performance of the contract awarded in response to the proposal. Successful Proposer agrees to reimburse the City for all costs and attorneys' fees expended by the City in enforcement of this indemnity provision.

Successful Proposer shall indemnify, defend and hold the City harmless from and against any claim that all or any aspect of the advertising provided as a part of this Agreement infringe upon a copyright, trademark or other intellectual property right by and paying all amounts in settlement of the claim or as otherwise awarded by a court of law. The successful Proposer shall also reimburse City for all reasonable expenses incurred by City.

2) TERMINATION OF CONTRACT

For the term of the contract, the City of Orange Township may terminate the contract in the event of a material breach by the other party. Notice of such breach shall be provided in writing and the breaching party shall be afforded a period of thirty (30) days to cure the breach. If the breach is not cured during such period, the City of Orange Township may then terminate the contract.

For the contract term, the City of Orange Township may terminate the contract on sixty (60) days written notice, with or without cause, including a determination by the City of Orange Township that it is not satisfied with the vendor services. In the event of termination without cause, the successful Proposer shall only be entitled to compensation for approved Services rendered prior to the date of Termination. The successful vendor waives any right it has to recover any consequential, special, or other damages caused as a result of the City of Orange Township's termination of the Agreement, including, without limitation, lost profits.

Without prejudice to any other right or remedy available to the City of Orange Township at law or in equity of any event described below, this Agreement with the successful proposer may be terminated by the City of Orange Township if the successful proposer, or any parent company of the Proposer, shall:

- (a) have an order for relief entered with respect to it, commence a voluntary case or have an involuntary case filed against it under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect (and such order or case is not stayed, withdrawn or settled within sixty (60) days thereafter).
- (b) file for reorganization, become insolvent or have a receiver or other officer having similar powers over it appointed for its affair in any court of competent jurisdiction, whether or not with its consent (unless dismissed, bonded or discharged within sixty (60) days thereafter);
or
- (c) admit in writing its inability to pay its debts as such debts become due.

3) EQUAL EMPLOYMENT OPPORTUNITY ACT

The Successful Proposer agrees to comply with the Mandatory Equal Employment Opportunity Language, annexed hereto, and which shall be an exhibit to and incorporated into the Agreement between the EOWC and Successful Proposer.

4) GOVERNING LAW AND DISPUTE RESOLUTION

This contract is to be governed by the laws of the State of New Jersey. Proposer agrees that any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in the courts having status within Essex County, State of New Jersey, and the Proposer consents and submits to the jurisdiction of Superior Court in Essex County, New Jersey.

The Proposer hereby irrevocably waives its rights to trial by jury in any action arising out of or relating to this Agreement. This waiver does not apply to personal injury actions or to any action in which another party, not bound by such a waiver, demands trial by jury.

If a dispute arises between the City of Orange Township and any entity or individual as to which the City is bound to the arbitration of such disputes, then the Proposer agrees that the Proposer can be joined as a party to such an arbitration with respect to matters related to such arbitration. Any and all disputes which exist only between the City and the Proposer, or among the City, the Proposer and others as to which the City is not bound to the arbitration of disputes, shall be subject to the provisions of this Section.

- 5) No Disclaimer of Warranties: The successful proposer will not be permitted to disclaim any warranties for the services or products provided, including, without limitation, any warranty pertaining to the suitability of the service or product for a particular purpose.
- 6) No Limitation of Damages: The contract shall not permit the successful proposer to limit the type or amounts of damages available to the City of Orange Township in the event of breach of contract, negligence, or any other cause of action. Further, the availability of insurance shall not serve to limit or offset any damages available to the City of Orange Township.

**CITY OF ORANGE TOWNSHIP
CHECKLIST
COMMUNICATIONS SERVICES**

SUBMISSION DATE: July 20, 2017 – 1:00 P.M.

Signed _____

Read,
&Submi
tted

The following items are required with the receipt of sealed submissions:

Respondent's

Initials

1. Submission Form
.....

2. Non-Collusion Affidavit

3. Disclosure of Ownership

4. Insurance Requirement Acknowledge Form

5. Mandatory Equal Employment Opportunity Notice Acknowledgement
6. Copy of your **Certificate of Employee Information Report**

7. Copy of your **Business Registration Certificate** as issued by the State of
New Jersey, Department of Treasury, Division of Revenue

8. Disclosure of Investments in Iran.....

9. Acknowledgement of Corrections, Additions or Deletions Form

10. Business Entity Disclosure Certification

11. Exceptions
.....

12. References

.....

Reminder: Please submit one (1) original and three (3) additional sets.

This checklist is provided for respondent's use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.

Name of Respondent: _____ Date:

By Authorized Representative:

Signature: _____ Print Name & Title: _____

**CITY OF ORANGE TOWNSHIP
COMMUNICATIONS SERVICES**

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

2. References and record success of same similar service:

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

**CITY OF ORANGE TOWNSHIP
NON-COLLUSION AFFIDAVIT**

State of _____

County of _____

ss:

I, _____ of the City of _____

in the County of _____ and State of _____ of full age, being
duly

sworn according to law on my oath depose and say that:

I am _____ of the firm of _____

(Title or position)

(Name of firm/business)

the bidder making this 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 named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Somerset 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.

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 employees or bona fide established commercial or selling agencies maintained by _____.

(Name of contractor)

(N.J.S.A.

52:34-25)

Subscribed and sworn to

before me this _____ day
of _____, _____.

Signature

Type or print name of affiant under Signature

Notary public of
My Commission expires _____.

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED

INFORMATION IS CAUSE FOR AUTOMATIC REJECTION

CHECK ONE:

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Legal Name of Respondent Business _____

Check which business entity applies:

- Partnership Corporation Sole Proprietorship
 Limited Partnership Corporation Limited Liability Partnership Limited Liability
 Subchapter S Corporation Other

Complete if the respondent is one of the 3 types of Corporations:

Date Incorporated:

Where Incorporated:

Business Address:

—

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE #

FAX #

EMAIL

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

NAME HOME ADDRESS

NAME

HOME ADDRESS

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes No

Signature:

Date:

Printed Name and Title:

CITY OF ORANGE TOWNSHIP

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the City's Clerk's Office upon award of contract by the City Council. The minimum amount of insurance to be carried by the selected Vendor shall be as follows:

- General Liability Insurance (A minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$1,000,000 for property damage or a combined single limit of \$2,000,000)
- Automobile Liability (A minimum of \$1,000,000 for bodily injury and minimum of \$1,000,000 per occurrence for property damage or a combined single limit of \$2,000,000)
- Workers Compensation (Amount Required by State Law)

*Vendor / Firm shall not commence operations until City has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

CITY OF ORANGE TOWNSHIP
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the City and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the City files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the City, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the City and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photo static copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the City as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photo static copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the City. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
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
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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 of the contractor's commitments under this chapter 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.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of

their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

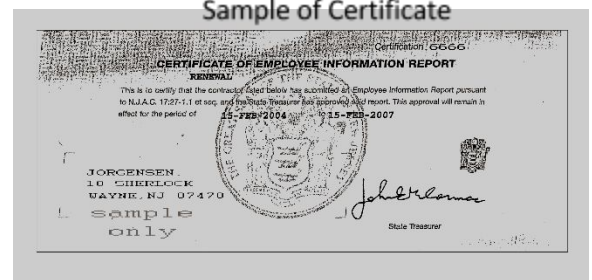
This form is a summary of the successful bidder’s requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;



OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

PLACE HERE
A COPY OF THE
CERTIFICATE OF
EMPLOYEE INFORMATION
REPORT


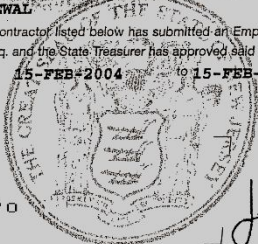
Certification 6666

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-2004** to **15-FEB-2007**

JORGENSEN,
10 SHERLOCK
WAYNE, NJ 07470

sample
only



State Treasurer

**PLACE AFFIRMATIVE ACTION
(Form AA302)
EMPLOYEE INFORMATION REPORT
HERE**

ONLY IF YOU DO NOT HAVE THE
CERTIFICATE OF EMPLOYEE INFORMATION
TO ATTACH AT THIS TIME

October 20, 2004

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

- 2)*subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,

- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

CITY OF ORANGE TOWNSHIP

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE

BUSINESS REGISTRATION CERTIFICATES.

FAILURE TO POSSESS A NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL

REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE

CITY OF ORANGE TOWNSHIP.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

COMPANY NAME: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at

<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

Disclosure of Investment Activities in Iran (cont'd)

PART 2:

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS.
PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL
ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON**

Name: _____ Relationship to Bidder/Offeror: _____	
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Bidder/Offeror Contact Name: _____	Contact Phone Number: _____

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; that the State of New Jersey 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 the State to notify the State 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Do Not Enter PIN as a Signature

Title: _____ Date: _____

**BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS**
Requires Pursuant to N.J.S.A. 19:44A-20.8
CITY OF ORANGE TOWNSHIP

Part I-Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.I.2004, c.19 would bar the award of this contract in the one year period preceding December 20, 2005 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the City of Orange Township as defined pursuant to N.J.S.A.19:44A-3(p), (q) and(r).

Mayor Dwayne D. Warren	Harold Johnson, Jr.
Kerry J. Coley	Jamie Summers-Johnson
Tency A. Eason	Donna K. Williams
Christopher Jackson	Adrienne Wooten

Part II- Ownership Disclosure Certification

• I certify that the list below contains the name and home address of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership • Corporation • Sole Proprietorship • Subchapter S Corporation
- Limited Partnership • Limited Liability Corporation • Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and / or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signed: _____ Title: _____

Print Name: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2 ____.	_____ (Affiant)
My Commission expires:	

Seal)

(Print name & title of affiant) (Corporate

CITY OF ORANGE TOWNSHIP

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initials)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name
: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

**CITY OF ORANGE TOWNSHIP
REFERENCE SUBMITTAL FORM**

1.

Name

Title

Nature of Project

Company

Phone

Date

2.

Name

Title

Nature of Project

Company

Phone

Date

3.

Name

Title

Nature of Project

Company

Phone

Date

4.

Name

Title

Nature of Project

Company

Phone

Date

