

# BOROUGH OF **ALPHA, NJ**

**Alpha Borough** COUNTY OF  
WARREN STATE OF NEW  
JERSEY

## **PROFESSIONAL SERVICES SOLICITATION**

***FAIR & OPEN PUBLIC SOLICITATION PROCESS PURSUANT TO  
N.J.S.A. 19:44A-20.5 ET SEQ.***

**PROFESSIONAL SERVICE: *RFP 4-2021 Professional Services – 2021  
Water Infrastructure Engineer***

**July 13, 2021 9:00 A.M.**

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Mayor Craig S. Dunwell  
Councilperson Louis Cartabona  
Councilperson Jennifer Gable  
Councilperson Robert Melick  
Councilperson Todd Pantuso  
Councilperson Tom Seiss  
Councilperson Jodie Smith  
Donna L. Messina Municipal Clerk

**RFP PROFESSIONAL SERVICES - ALPHA BOROUGH (WARREN)** submissions for the below listed professional services, will be received by the Borough Purchasing Agent on electronic platform, in accord with N.J.A.C.5:34-1 et. Seq., on BidNet at <http://www.bidnetdirect.com/alphaborough>, no later than July 13, 2021, at 9:00a.m.

### **2021 Water Infrastructure Engineer**

Standardized submission requirements and selection criteria are on file and available at [www.bidnetdirect.com//Alphaborough](http://www.bidnetdirect.com//Alphaborough). The Borough will only receive electronic submittals, no physical submittals will be accepted. For questions and zoom public opening information to view, please contact:

Sean P. Canning QPA  
Scanning@TheCanningGroup.org  
862-228-3563,

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et. Seq.

Dated: July 2, 2021

Hon. Craig S. Dunwell, Mayor

**SUBMISSION LABEL FOR PROPOSAL**

**PLEASE FILL OUT AND ENSURE POSITION(S)  
SOUGHT ARE INCLUDED ON THIS SHEET AS  
THE FIRST PAGE OF PROPOSAL**

**IMPORTANT-SEALED SUBMISSION ENCLOSED**

**NAME, COMPANY & ADDRESS:**

**TO:**

**QUALIFIED PURCHASING AGENT**

**Alpha Borough**

**RFP # 4-2021**

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**(FILL IN TITLE)**

## **1.0 COST DETAILS**

**1.1** If applicable, cost details including the hourly rates of each of the individuals who will be performing services, and all expenses.

## **2.0 TECHNICAL PROCESS AND EQUIPMENT**

**2.1** Description of technical process and equipment used in performing the task(s).

## **3.0 PREPARATION OF SUBMISSIONS**

### **3.1 COMPLETION OF SUBMISSIONS**

Each submission must be provided on a Standardized Submission Form as supplied in the submission package and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections.

### **3.2 ERRORS IN SUBMISSIONS**

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

#### **4.0 TIME FOR AWARD OF CONTRACT**

The contracting unit shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

The award of the Contract for this service will not be made unless the Borough's Chief Financial Officer has certified the necessary funds in a lawful manner.

#### **5.0 MODIFICATIONS OF SUBMISSIONS**

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The OWNER, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

#### **6.0 REJECTION OF SUBMISSIONS**

##### **6.1 RIGHT TO REJECT SUBMISSIONS**

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

##### **6.2 METHOD OF AWARD OF SUBMISSIONS**

The right is reserved by the Alpha Borough to award submissions on a "service by service" basis, "per project" basis, in part or in whole as determined by the Alpha Borough based upon Price and Other Factors.

##### **6.3 RIGHT TO WAIVE INFORMALITIES RESERVED**

The owner expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the Alpha Borough's judgment serves its best interests.

## **7.0 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS**

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

## **8.0 PAYMENT**

Checks are processed by the Alpha Borough's Finance Department approximately on the 15th and 30th day of each month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted in advance of these dates. Separate invoices must be submitted for all services that may be ascribed to an escrow account. No more than one escrow account may be included on any single invoice.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

## **9.0 TRANSITIONAL PERIOD**

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

## **10.0 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

Under no circumstances, on submission documents requiring authorized signatures, will the Alpha Borough accept documents provided through facsimile machines.

## **11.0 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS**

Professional services entities are required to comply with the requirements of N.J.S.A. 10:5- 31 et seq. and N.J.A.C. 17:27 et seq.

## **12.0 GENERAL REQUIREMENTS/INFORMATION**

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by Alpha Borough and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

### **13.0 PROFESSIONAL DISCLOSURE**

The professional services entity shall disclose any ownership in any firm for a product or service that they are recommending.

### **14.0 CANCELLATION OF CONTRACT/AGREEMENT**

Alpha Borough shall have the right to cancel any contract entered into upon thirty (30) days advance written notice.

### **15.0 CONTRACT TERM**

Pursuant to N.J.S.A. 40A:11-3(b), ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months". This contract term shall run for the calendar year 2021.

### **16.0 INSURANCE**

Worker's Compensation and Employer's Liability Insurance. This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.

General Liability Insurance. This insurance shall have limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$2,000,000 aggregate for property damage and shall be maintained in force during the life of the contract by the bidder.

Automobile Liability Insurance. This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and 1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

Certificate of Insurance. The contractor shall provide Certificates of the Required Insurance as listed above along with the contract as evidence

covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the Borough as an additional insured. Said Certificates of Insurance shall state specifically that the Indemnification cited below is guaranteed by the policy. If such statement is not included in the body of the policy shall be typed on the face or back of the certificate.

Indemnification. Successful bidder will indemnify and hold harmless the Alpha Borough from all claims, suits or action and damages or costs of every name and description to which the Borough may be subjected or put by reason of injury to the person or property of another, or the property of the Borough, including attorney's fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement. The Alpha Borough shall be named "Additionally Insured" on the contractor's insurance policy.

#### **17.0 VENDOR DOCUMENTATION RETENSION N.J.A.C. 17:44-2.2**

The vendor shall maintain all documentation related to products, transaction or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.



## **18.0 STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA (FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)**

The Alpha Borough is seeking sealed submissions in response to a Public Notice for the Solicitation of a Professional Service Contract.

The standardized submission requirements shall include:

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.
2. References and record of success of same or 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 time estimates for each individual, all expenses and total cost of "not to exceed" amount.

The selection criteria to be used in awarding contracts shall include:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience and references.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
4. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.

## **PROJECT SCOPE:**

A. **Alpha Street** – Installation of a chlorine contact tank and reconfiguration of internal piping at the well pumphouse. Connection of contact tank discharge to existing distribution system. Reconnection of several existing residential water services to new water main on 5<sup>th</sup> Ave. Installation of a point-of-entry sampling line from distribution system back to well pumphouse. Installation of a chlorine residual monitoring system. All NJ DEP permitting for a modification to the existing disinfection system per NJAC 7:10.

B. **Myrtle Street** – Approximately 200 linear feet of 8" DIP water main will be installed along Myrtle Street from the intersection of Schley Avenue and a hydrant will be installed at the end of the main. Three (3) existing water services will be reconnected to the newly installed main and two (2) water main valves will be installed.

### **A. - Alpha Street**

#### **Task A1.0 Survey and Base Mapping**

- Conduct survey of the Alpha St well pumphouse and the surrounding intersection of Alpha St & 5<sup>th</sup> Ave.
- Conduct a field survey in order to establish vertical control and provide topographic mapping for the critical grading design areas of proposed improvements within the project limits.
- Obtain inverts on utilities found in the roadway for stormwater structures, stormwater manholes and sanitary manholes.
- Show the limits of the right of way for the road based upon available tax map information.
- Provide location survey of all pertinent structures within the project limits.
- Prepare a base map at a scale of 1" = 20'.
- Contact utility companies and authorities and complete the record information on existing utility facilities within the project area. Utility record data will be added to base mapping as available

#### **Task A2.0 Permitting**

The anticipated work would require permits from the NJDEP Division of Water Supply and Geoscience and Bureau of Water System Engineering. The application falls under permit to Construct/Modify/Operate Public Water Works Facilities. Preparation of the application package including supporting technical package (Engineer's Report, Technical Specifications, Set of Plan Drawings). NJDEP Forms PA-01, PA-05, PA-06, PA-12 and PA-16 are planned. Also, permits may be required from soil conservation district.

#### **Task A3.0 Design**

Preparation of plans and specifications based on the scope of work outlined below. The contract documents shall be suitable for bidding purposes and shall include the following:

- Design of contact tank which will include locating site area for subsurface contact tank, sizing and baffling of contact tank to provide required contact time, evaluating pre-fab tank options, review of freeze protection for tank and associated piping.
- Design and selection of pipe material, sizing and associated connections to well including slab modifications for interior building modifications
- Integrate existing NaOCl metering pump and injection system located inside the building.
- Design/develop chlorine residual measurement system utilizing existing chlorine metering system and installation of a point-of-entry sampling line from the street to the wellhouse.
- Design of eye wash station, shower, and chemical secondary containment system.
- Design pipe material, size of pipe, and connection to existing main in road and reconnect 3 services
- Design site grading and tank area protection through bollards and landscaping
- Construction plans consisting of a key map; estimate of quantities and general construction notes; site improvement plans including grading and layout, etc.; detail sheet; and soil erosion and sediment control plan.
- Supplementary Specifications will be prepared based on New Jersey Department of Transportation's 2019 Standard Specifications for Road and Bridge Construction and the latest pertinent addenda thereto and applicable NJDEP requirements.

- As the well house is fairly old, design and construction should anticipate any additional upgrades required for NJ DEP regulatory compliance.

An Engineer's Estimate will be prepared utilizing the construction quantities and estimated construction costs for the approved improvements.

Undertake bid phase services required for the advertising and public bidding of the project including preparation of documents, answering inquires during the advertisement period, review and evaluation of the bids and recommendation for award of the contract.

**Task A4.0 Construction Administration/Observation**

Provide the necessary construction administration and inspection services as required during the construction of the proposed improvements as follows:

- Coordinate a pre-construction meeting with the successful bidder and other interested parties.
- Provide inspection services for the project during the construction stage, to consist of fulltime (average eight (8) hours per day) inspection as necessitated by the work being performed.
- Review of payments to the contractor and coordinate with the appropriate Borough Officials.
- Perform office construction administration services including shop drawing review, change order preparation, progress and final payments, punchlist preparation and inspection reports.

**B - Myrtle Street**

**Task B1.0 Survey and Base Mapping**

The scope of the survey will 200' +/- along Myrtle Street and the intersection of Schley.

- Conduct a field survey in order to establish vertical control and provide topographic mapping for the critical grading design areas of proposed improvements within the project limits.
- Obtain inverts on utilities found in the roadway for stormwater structures, stormwater manholes and sanitary manholes.
- Show the limits of the right of way for the road based upon available tax map information.
- Provide location survey of all pertinent structures within the project limits.
- Prepare a base map at a scale of 1" = 20'.
- Contact utility companies and authorities and complete the record information on existing utility facilities within the project area. Utility record data will be added to base mapping as available

**Task B2.0 Permitting**

Prepare Soil Erosion and Sediment Control Plans and Permit Application to Upper Delaware Soil Conservation District should the project warrant an application and permit. Furthermore, due to the limited scope the work only a project notification to NJDEP will be required.

**Task B3.0 Design**

Prepare plans and specifications based on the scope of work outlined in the proposal. The contract documents shall be suitable for bidding purposes and shall include the following:

- Construction plans consisting of a key map; estimate of quantities and general construction notes; site improvement plans including grading and layout, etc.; detail sheet; and soil erosion and sediment control plan.
- Prepare Supplementary Specifications based on New Jersey Department of Transportation's 2019 Standard Specifications for Road and Bridge Construction and the latest pertinent addenda thereto and incorporate NJDEP requirements.
- Prepare an Engineer's Estimate utilizing the construction quantities and estimated construction costs for the approved improvements.
- Undertake bid phase services required for advertising and public bidding of the project including preparation of documents, and answering inquires during the advertisement period and evaluation of the bids and recommendation for award of the contract.

**Task B4.0 Construction Administration/Observation**

Provide the necessary construction administration and inspection services as required during the

construction of the proposed improvements as follows:

- Coordinate a pre-construction meeting with the successful bidder and other interested parties.
- Provide inspection services for the project during the construction stage, to consist of fulltime (average eight (8) hours per day) inspection as necessitated by the work being performed.
- Review of payments to the contractor and coordinated with the appropriate Borough Officials
- Perform office construction administration services including shop drawing review, change order preparation, progress and final payments, punchlist preparation and inspection reports.

**Alpha Borough PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

**If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:**

Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

**If individual has a TRADE NAME, give such trade name:**

Trading As:

Telephone No.:

\*\*\*\*\*  
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**If the Professional Service Entity is a PARTNERSHIP, give the following information:**

Name of Partners:

Firm Name:

Address:

Telephone No.:

Fax No.:

E-Mail:

Signature of authorized agent:

\*\*\*\*\*  
\*\*\*\*\*

**If the Professional Service Entity is INCORPORATED, give the following information:**

State under whose laws incorporated:

Location of principal office:

Telephone No.:

Fax No.:

E-Mail:

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.:

Name of Corporation:

Signature: By:

Title: Address:

**Alpha Borough SUBMISSION  
FORM  
(Additional sheets may be used but please use item number)**

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 of success of same or 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, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:



**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 et seq.**

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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; or**

**Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).)**

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**NEW JERSEY ANTI-DISCRIMINATION PROVISIONS**  
**N.J.S.A. 10:2-1 ET SEQ.**

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program

**EMPLOYEE INFORMATION REPORT**

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: [http://www.state.nj.us/treasury/contract/compliance/pdf/aa302\\_ins.pdf](http://www.state.nj.us/treasury/contract/compliance/pdf/aa302_ins.pdf)

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY		2. TYPE OF BUSINESS <input type="radio"/> 1. MFG <input type="radio"/> 2. SERVICE <input type="radio"/> 3. WHOLESALE <input type="radio"/> 4. RETAIL <input type="radio"/> 5. OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
4. COMPANY NAME					
5. STREET		CITY	COUNTY	STATE	ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)			CITY	STATE	ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="radio"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="radio"/> MULTI-ESTABLISHMENT EMPLOYER					
IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ					
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT					
10. PUBLIC AGENCY AWARDED CONTRACT					
Official Use Only		DATE RECEIVED	NAUG. DATE	ASSIGNED CERTIFICATION NUMBER	

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DONOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			MINORITY CATEGORIES										
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/ Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment From previous Report (if any)														
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)			14. IS THIS THE FIRST Employee Information Report Submitted?  1. YES!   2. NO!		15. IF NO, DATE LAST REPORT SUBMITTED  MO   DAY   YEAR	
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____						

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type)		SIGNATURE	TITLE	DATE MO   DAY   YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

# SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

## CERTIFICATE OF EMPLOYEE INFORMATION REPORT

### INITIAL

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-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.  
33 WEST STATE STREET  
TRENTON, NJ 08625

**VOID**



State Treasurer

## *New Jersey Business Registration Certification*

Pursuant to N.J.S.A. 52:32-44, **The Borough of Alpha** ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **Emergency Purchases or Contracts**

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

# SAMPLE BUSINESS REGISTRATION CERTIFICATE

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: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107330</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>	<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	
<b>Taxpayer Name:</b>	TAX REG TEST ACCOUNT
<b>Trade Name:</b>	
<b>Address:</b>	847 ROEBLING AVE TRENTON, NJ 08611
<b>Certificate Number:</b>	1093907
<b>Date of Issuance:</b>	October 14, 2004
<b>For Office Use Only:</b>	
	20041014112823533

