

**TOWN OF SECAUCUS**

**COUNTY OF HUDSON**

**STATE OF NEW JERSEY**

**FAIR & OPEN PUBLIC SOLICITATION PROCESS**

**SERVICE: SECTION 457 DEFERRED COMPENSATION**

**SUBMISSION DATE: JUNE 12, 2007**

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**PUBLIC NOTICE**

**INFORMATION FOR SERVICES ENTITIES**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
(EXHIBIT A)**

**BUSINESS REGISTRATION OF CONTRACTORS  
WITH GOVERNMENTAL AGENCIES**

**STANDARDIZED SUBMISSION REQUIREMENTS**

**CHECK LIST**

**SUBMISSION DOCUMENTS**

**TOWN OF SECAUCUS**

**PUBLIC NOTICE FOR THE SOLICITATION OF  
SERVICE CONTRACT FOR  
SECTION 457 DEFERRED COMPENSATION**

**NOTICE IS HEREBY GIVEN** that sealed submissions will be received by the Town Administrator, or designated representative, for the Town of Secaucus, County of Hudson, State of New Jersey on June 12, 2007, 11:30 prevailing time, in Council Chambers II, Municipal Government Center, 1203 Paterson Plank Road, Secaucus, New Jersey 07094, then publicly opened and read aloud.

Standardized submission requirements and selection criteria are on file and available in the Town Clerk's Office.

Submission packages may be obtained at the Purchasing Office, (201) 330-2025, during regular business hours, 8:30 A.M. to 4:30 P.M., Monday through Friday, excluding holidays.

All service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Town. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of the same.

By authorization of the Mayor and Council of the Town of Secaucus, Hudson County, New Jersey.

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Michael Marra, Town Clerk

Dated: May 9, 2007

## TOWN OF SECAUCUS

### SERVICES SOLICITED

#### **1. DEVELOPMENT IMPLEMENTATION AND MANAGEMENT OF DEFERRED COMPENSATION PLAN PURSUANT TO SECTION 457 OF THE INTERNAL REVENUE CODE.**

The Deferred Compensation Plan must include all of the following components:

1. **Variable, Guaranteed and Fixed-Maturity Investment Options** – Final design of the plan will involve no fewer than eight investment options and no more than fifteen.
2. **Streamlined Administration** – Proposal must delineate efforts made to minimize administrative requirements of the Town of Secaucus.
3. **Full Enrollment & Communications for Plan Enrollment** – Enrollment materials and group meetings will be anticipated, in connection with the initial enrollment.
4. **Plan Documentation and Filing** – Prototype documents and IRS Filings must be provided, in draft, to be reviewed and executed by the Town.
5. **Group Record keeping** – All required Record keeping for plan sponsor will be required within your proposal.
6. **Loan Provision** – (Optional) It has not been determined if the plan will include a loan provision. Proposals should include the flexibility to add a loan provision, within the allowance of Section 457(b). The proposal should delineate any costs associated with the inclusion of a loan provision.
7. **Individual Record keeping** – Participant accounts must involve daily valuation with website access to individual account balances. Services for investment counseling, fund management, investment changes should be described, in terms of written material, personal services and on-line resources included in the proposal.
8. **Customer Service** – Call center access with Spanish Language availability.
9. **Annual Plan Reporting** – Governmental filings for the initial plan, a summary plan description and annual reports. Also, any applicable testing as may be needed.

The proposal shall provide a breakdown of all fees and costs, as follows:

Start Up Fees

- Administration Set Up
- Plan Documentation
- IRS Filing

Ongoing Plan Administration

- Annual Charges
  - First Year
  - Subsequent Years
- Loan Provision
  - Set Up
  - Distribution Fee

Account Fees

- Describe any surrender charges by time period
- Annual Fees charged directly to the participant's account
- Annual Fees deducted from the investment yield of each account

## **TOWNSHIP OF SECAUCUS**

### **INFORMATION FOR SERVICES ENTITY** **(FAIR & OPEN PUBLIC SOLICITATION PROCESS)**

#### **1B.1 RECEIPT AND OPENING OF SUBMISSIONS**

##### **1B.1.1 OWNER AND PROJECT**

The Town of Secaucus, Hudson County, New Jersey (hereinafter called the “OWNER”) invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

##### **1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS**

Town Administrator and/or his designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

##### **1B.1.3 SUBMISSIONS NOT IN COMPLIANCE**

The OWNER may waive any informality or reject any and/or all submissions, in accordance with the *Fair and Open Public Solicitation Process* as set forth in N.J.S.A. 19:44A-20.4 et seq.

##### **1B.1.4 WITHDRAWING SUBMISSIONS**

Submissions forwarded to the Town Administrator and/or his designated representative before the time of opening of submissions may be withdrawn upon written application of the services entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submission may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once Submissions have been opened, they must remain firm for a period of sixty (60) days.

#### **1B.2 QUALIFICATIONS OF SERVICES ENTITIES**

##### **1.B.2.1 INDIVIDUALS PERFORMING TASKS**

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

##### **1.B.2.2 PAST PERFORMANCE**

Documented past performance of same and/or similar service.

##### **1.B.2.3 REFERENCES**

References and record of success of same or similar service.

#### 1B.2.4 DESCRIPTION OF ABILITIES

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

#### 1B.2.5 COST DETAILS

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

#### 1B.2.6 TECHNICAL PROCESS AND EQUIPMENT

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

### 1B.3 PREPARATION OF SUBMISSIONS

#### 1B.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 services entity or principal thereof and shall contain the name, address, and telephone number of the 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. **Each submission shall be contained in a sealed envelope addressed to the Town of Secaucus, 1203 Paterson Plank Road, Secaucus, New Jersey 07094 and shall specify the Appointment No. and Title for which the submission is provided. The submission is to be clearly marked “Sealed Submission Enclosed” and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.**

The Owner will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lot in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgment Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgment, (5) a copy of the applicable Business Registration Certificate, (6) a Services Entity Information Form, (7) a Qualifications Submission, and (8) an Acknowledgment of Corrections, Additions and Deletions Form.

All forms listed above, (#1 through #8) shall be completed in their entirety.

#### 1B.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 sum 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.

#### **1B.4 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 services entities who consent thereto may, at the request of the contacting 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 Town Chief Financial Officer has certified the necessary funds in a lawful manner.

#### **1B.5 MODIFICATIONS OF SUBMISSIONS**

Any 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 form or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

#### **1B.6 REJECTION OF SUBMISSIONS**

##### **1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED**

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

##### **1B.6.2 UNBALANCED SUBMISSIONS**

Submissions, which are obviously unbalanced, may be rejected at the option of the OWNER.

##### **1B.6.3 RIGHT TO REJECT SUBMISSIONS**

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

##### **1B.6.4 METHOD OF AWARD OF SUBMISSIONS**

The right is reserved by the Town of Secaucus to award submissions on a “*service by service*” basis, “*per project*” basis, *in part or in whole* as determined by the Owner.

##### **1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED**

The Owner expressly reserves the right to waive any informality in any submission, or to accept the submission, which is the OWNER'S judgment serves its best interests.

**1B.7 SERVICES ENTITY REFERRED TO LAWS**

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

**1B.8 PAYMENT**

Checks are processed by the Town of Secaucus's Finance Department approximately on the 30<sup>th</sup> 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.

**1B.9 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 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.

**1B.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

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

**1B.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS.**

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.

**1B.12 GENERAL REQUIREMENTS/INFORMATION**

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

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

**NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.**

**THE TOWN OF SECAUCUS reserves the right to cancel any contract entered into upon thirty (30) days written notice.**

This solicitation is for one (1) year contract for services, from July 1, 2007 through June 30 2008.

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

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#### GOODS, SERVICES 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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 non-discrimination 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 or sex.

The contractor or subcontractors, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the 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 attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue to 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.

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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## ATTENTION ALL SERVICE ENTITIES

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Town of Secaucus) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

**The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue, shall be provided at the time any submission is received; *failure to do so is a fatal defect that cannot be cured.***

Further information may be obtained by visiting the following web site at the State of New Jersey: [www.nj.gov/treasury/revenue/busregcert.htm](http://www.nj.gov/treasury/revenue/busregcert.htm).

Goods and Services Contracts (including 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) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and emit, 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.

# **TOWN OF SECAUCUS**

## **AMERICAN WITH DISABILITIES ACT OF 1990** **EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The CONTRACTOR and the TOWN OF SECAUCUS (herein referred to as the "TOWN") does hereby agree that the provisions of Title 11 of the American with Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWN 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 TOWN in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the TOWN, 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 TOWN'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWN which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWN or if the TOWN 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 TOWN 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 TOWN or any of its agents, servants, and employees, the TOWN shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWN or its representatives.

It is expressly agreed and understood that any approval by the TOWN 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 TOWN pursuant to this paragraph.

It is further agreed and understood that the TOWN 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 the 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 TOWN from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## TOWN OF SECAUCUS

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

The Town of Secaucus is seeking sealed submission in response to a Public Notice for the Solicitation of a Service Contract.

#### **The standard 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 services, expertise involved and comparable costs for comparable public entities.

#### **Please Note this Additional Requirement:**

Services entities shall submit **one (1) original and two (2) additional sets** of their sealed submission, on June 12, 2007.

**TOWN OF SECAUCUS**

**CHECKLIST**

**SERVICE TITLE: INTERNET DEVELOPMENT/MAINTENANCE SERVICE**

**SUBMISSION DATE: June 12, 2007- TUESDAY**

**The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:**

1. Non-Collusion Affidavit.....  X
2. Disclosure of Ownership Form.....  X
3. Insurance Requirement Acknowledgment Form.....  X
4. Mandatory Equal Employment Opportunity  
Notice Acknowledgment.....  X
5. Copy of your **Business Registration Certificate** as issued by the  
State of New Jersey, Department of Treasury,  
Division of Revenue.....  X
6. Service Entity Information Form.....  X
7. Qualifications Submission.....  X
8. Acknowledgment of Corrections, Additions or Deletions Form.....  X

**Reminder**

**Please submit one (1) original and two (2) additional sets of the sealed submission.**



Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2007

\_\_\_\_\_  
Notary Public  
State of New Jersey  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Signature of Professional)

\_\_\_\_\_  
(Type or print name of Affiant and Title  
under signature)

**TOWN OF SECAUCUS**

**DISCLOSURE OF OWNERSHIP FORM**

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership”.

1. If the service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

**COMPLETE ONE OF THE FOLLOWING STATEMENTS:**

I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_; DATE: \_\_\_\_\_

II. No Stockholder or Partner owns 10% of more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

III. Submission is being provided by an individual who operates as a sole proprietorship:

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership                      \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership                      \_\_\_\_\_ Subchapter S Corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOWN OF SECAUCUS**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM**

\_\_\_\_\_  
Certificate(s) of Insurance shall be filed with the Town Clerk's Office upon award of contract by the Mayor and Council.

The minimum amount of insurance to be carried by the Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

***Acknowledgment of Insurance Requirement:***

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name and Title)

**TOWN OF SECAUCUS**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**

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

**GOODS, SERVICES AND GENERAL SERVICE CONTRACTS**

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

The successful service entity shall submit to the Town of Secaucus, 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 vendor 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. 17:27-1.1 et seq.;

**OR**

- (c) A photocopy of an Employee Information Report (**Form AA302**) provided by the Division of Contract Compliance and distributed to the Town of Secaucus to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful service entity may obtain the Employee Information Report (AA302) from the Town of Secaucus during normal business hours.

The undersigned service entity 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 et seq. and agrees to furnish the required forms of evidence.

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

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF SECAUCUS**

**SERVICE ENTITY INFORMATION FORM**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security 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 Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Signature of authorized agent: \_\_\_\_\_

\*\*\*\*\*

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

State under whose laws incorporated: \_\_\_\_\_

Location of principal office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. 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: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF SECAUCUS**

**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, degree and certifications:**

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- 2. References and record of success of same or similar service:**

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

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

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*Note: Attach additional sheets as necessary.*

Firm \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**TOWN OF SECAUCUS**

**ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_

of the firm \_\_\_\_\_

hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name of Affined and Title,  
under signature)

\_\_\_\_\_, 2007  
(Date)

**END OF SUBMISSION PACKAGE**