

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED
Thru a "Fair and Open Process" And BY
ESTABLISHED QUALIFICATION CRITERIA

The Merchantville-Pennsauken Water Commission solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought, as well as the selection criteria attached hereto. All responses will be treated as confidential.

Responses (1 copy) must be addressed to Chief Operating Officer Jack Killion and received in the Merchantville-Pennsauken Water Commission, 6751 Westfield Avenue Pennsauken, New Jersey 08110 no later than 12:00 PM Wednesday, June 26, 2024. All submissions shall be clearly marked "Professional Qualifications 2024". All responses shall be opened and announced publicly, immediately thereafter by the Chief Operating Officer or his designee. Responses will be reviewed by the Commissioners. All appointments will be announced at a public meeting.

Unless otherwise noted, appointments shall be for the Commission year of (July 1, 2024 - June 30, 2025) and subject to the execution of an appropriate contract. Any/all appointments shall remain in effect until such replacements have been designated and duly appointed by the Commission.

Late submissions will not be accepted and will be returned unopened. No oral, written, or other form of amendment will be accepted by the Commission after this time, unless requested by the Commission. The Commission reserves the right to reject all submissions and also to modify or amend, with appropriate notifications by the respondents. All submissions become the property of the Commission.

AUDITORS

GENERAL CRITERIA: The Merchantville-Pennsauken Water Commission desires to appoint a firm of certified public accountants to act as auditors for the Merchantville-Pennsauken Water Commission. Applicants should demonstrate knowledge of Federal and State auditing laws, requirements, and regulations, as well as experience in providing advice to municipal utility entities on records compliance issues. Any experience or knowledge of matters that directly affect the Merchantville-Pennsauken Water Commission should be addressed.

MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of two (2) certified public accountants that have been licensed in that capacity for a period of not less than five (5) years' each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered public municipal accountants licensed and qualified in that capacity for a minimum of five (5) years' each prior to the appointment.
3. Must have a minimum of five (5) years' experience in providing auditing services to municipal utilities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal utilities clients.
6. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be supplied upon request.

ACCOUNTING SERVICES

GENERAL CRITERIA: The Merchantville-Pennsauken Water Commission desires to appoint a firm of certified public accountants to serve as consultants to the Commission and Staff to; assist the Commission Staff in maintaining its general ledger and reporting systems in accordance with generally accepted accounting principles, as well as, providing advice, where noted on recording processes, compliance, and internal control issues.

MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of three (3) certified public accountants that have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. Must maintain a current office within the State of New Jersey or within a thirty (30) mile radius of the MPWC Administrative Headquarters.
3. Must describe any special services available to municipal utilities clients.
4. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The Merchantville-Pennsauken Water Commission desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the MPWC, including, but not limited to, general liability insurance, general property insurance including crime, boiler and machinery, automobile and employee benefits liability insurance, errors and omissions insurance, public entity legal liability insurance, errors & omissions, directors liability, environmental impairment insurance including storage tank coverage and others. Applicants should demonstrate an extensive knowledge of all insurance products required by governmental entities, utilities, and available product lines. Any experience or knowledge of matters directly affecting the Merchantville-Pennsauken Water Commission should be addressed.

MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of five (5) years.
2. Must have a minimum of three (3) years' experience representing New Jersey public entities as an insurance broker.
3. Must handle all insurance products required by the Merchantville-Pennsauken Water Commission.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Merchantville-Pennsauken Water Commission.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM

GENERAL CRITERIA: The Merchantville-Pennsauken Water Commission desires to appoint a broker of record for its employee benefit programs (such as health, dental, and prescription programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of governmental entities with experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Merchantville-Pennsauken Water Commission should be addressed.

MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of five (5) years.
2. Must have a minimum of three (3) years' experience representing New Jersey governmental entities as an employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Merchantville- Pennsauken Water Commission.
3. Must have access to various competitive insurance products.
4. Must be able to provide consulting services relative to cost containment and alternative products available to public entities for employee benefits programs.
5. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.

COMMISSION ENGINEERS

GENERAL CRITERIA: The MPWC desires to qualify a pool of firms of professionals from which it can seek proposals on short notice in order to appoint a firm to provide consulting engineering services to the Commission on specific projects or consultancies. Applicants here should seek to qualify for that pool and to that end should provide all relevant information to demonstrate knowledge and experience with respect to all aspects of engineering services required by a public utility and particularly a water utility. Any experience or knowledge of matters that directly affect the Commission should also be addressed.

MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing consulting services to municipal authorities including demonstrated experience with such subjects as water pumping, transmission & distribution & treatment projects, utility upgrades and replacement, inflow and infiltration studies, system connection permitting and system mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to water systems issues.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Merchantville-Pennsauken Water Commission including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction administrators and inspectors.
 - a. must identify which of these or other relevant categories of professionals you employ; and
 - b. the number of each such professionals in your employment.

5. Must maintain an office location in close proximity to Merchantville-Pennsauken to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years' of municipal experience.
8. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.

COMMISSION BOND COUNSEL

GENERAL CRITERIA: The MPWC desires to appoint an attorney or firm who will be the primary legal representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Commission. Applicant should demonstrate knowledge of municipal and authority bond and finance law. Any experience or knowledge of matters that directly affect the MPWC should be addressed.

MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of five (5) years' experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal or authority bonds and/or notes.
3. Must maintain an office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Commission including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.

SELECTION CRITERIA

The selection criteria to be evaluated in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in providing the professional services requested by the Merchantville- Pennsauken Water Commission and references related thereto (Note: If an individual or firm has been involved in business mergers the Commission will consider length of service to include work performed by the original business entity).
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Merchantville-Pennsauken Water Commission and the Borough of Merchantville and the Township of Pennsauken as well as the entire franchise area.
4. Annual maximum fee and hourly rates.
5. Location (distance) of primary office in relation to the Merchantville-Pennsauken Water Commission Administrative Offices.
6. Recent, current, and projected workload of the individual or firm.
7. Thoroughness and completeness of the applicant's submittal or prior work product.
8. All things being equal a preference may be shown first to residents of the host communities and secondly to residents of the franchise areas.
9. Any familiarity, experience, or position in dealing with the parent/host municipalities will be considered.
10. Any other relevant information.

The Merchantville-Pennsauken Water Commission shall award a contract to the firm that best meets the needs and interests of the Merchantville-Pennsauken Water Commission and of the host communities. The Merchantville-Pennsauken Water Commission reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost-effective use of public dollars.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Merchantville-Pennsauken Water Commission

(Name of Contracting Unit)

Print Name

RFP

Pursuant to N.J.S.A. 40A:11-23(c) and (d) the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications, bid documents, or RFP's. By indicating date of receipt, the bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number Or Title of Addendum/Revision		How Received (Mail, fax, pick-up, etc.)	Date Received	Bidder's Initials
Notice, Revision or Addenda No.	Title or Description			

Acknowledged by bidder:

Name of Bidder: _____

By Authorized Representative:

Signature: _____

Printed Name and Title: _____

Date: _____

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
PROPOSAL COST FORM

The undersigned declares that he/s he has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following:

1. Auditing Services - Schedule of Fees to be attached by Respondent
2. Accounting Services - Schedule of Fees to be attached by Respondent
3. Insurance Broker of Record - Schedule of Fees to be attached by Respondent
4. Broker of Record for Employee Benefit Services - Schedule of Fees to be attached by Respondent
5. Commission Engineer Services - Schedule of Fees to be attached by Respondent
6. Commission Bond Counsel - Schedule of Fees to be attached by Respondent

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

Borough of Merchantville Council Members

Township of Pennsauken Committee Members

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM [the Pay to Play section](#) OF THE DLGS WEBSITE A
COUNTY-BASED, CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

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.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- | | | |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ___ day of _____, 2 ___.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

ATTACHMENT 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, PROFESSIONAL SERVICES, AND GENERAL 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:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. 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. 17:27-1.1 et seq.**

ATTACHMENT B
AMERICANS WITH DISABILITIES ACT
Mandatory Language
Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County 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 County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, 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 County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County 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 County 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 County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County 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 this agreement or otherwise at law.

PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN ACTIVITIES

PART 1: CERTIFICATION VENDORS/CONTRACTORS/FIRMS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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 law, that neither the vendor/contractor/firm 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 in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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 vendor/contractor/firm and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Russia Belarus list or Chapter 25 Iran 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.

PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN ACTIVITIES

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA/BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.

You must provide a detailed, accurate and precise description of the activities of the contracting person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the prohibited activities in Russia or Belarus and/or investment activities in Iran outlined above by completing below:

Name of Entity: _____ Relationship to Bidder _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name: _____ Contact Phone: _____

Sign Certification – next page

PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN ACTIVITIES

VENDOR/CONTRACTOR/FIRM: _____

Certification:

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above- referenced person or entity.

I acknowledge that the MPWC is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the MPWC to notify the MPWC in writing of any changes to the answers of information contained herein.

I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the MPWC and that the MPWC at its sole option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

AFFIRMATIVE ACTION COMPLIANCE NOTICE

GOODS, SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

“Bidder are required 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:

- 1. Letter of Federal Affirmative Action Plan Approval.
- 2. Certificate of Employee Information Report;
- 3. Employee Information Form AA-302

The undersigned 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, see examples.

The undersigned further understands that his/her bid may be rejected as non-responsive if the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 are not complied with.

Signature:

Name and Title

Subscribed and sworn
before me this ____ day
of _____ 20 __.

Notary Public of _____

My Commission Expires _____, 20 ____.

(Seal)

Sample Letter of Federally Approved Affirmative Action Plan

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract Compliance Programs
Newark Area Office
124 Evergreen Place, Fourth Floor
East Orange, NJ 07108



<Date>

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on <date>.

We found no apparent deficiencies or violations of Executive Order 11266, as amended, Section 503 of the Rehabilitation Act of 1973 or 38 USC 2012 (the Vietnam Era Veterans Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director

Sample Certificate of Employee Information Report

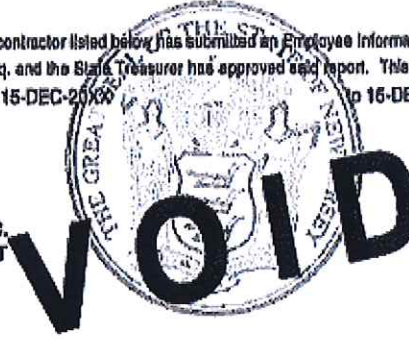
Certification 111XX

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. 17:27-1.4 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 16-DEC-20XX

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



State Treasurer

Sample Employee Information Report Form AA-302

FORM AA-302
Rev. 11/11

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 FORM MAY REQUIRE THE REPORTER TO SIGN THE REPORT UNDER PENALTY OF PERJURY. DO NOT SIGN THIS REPORT FOR YOURSELF, BUT FOR INFORMATION ON COMPLYING THE FORM TO THE DEPARTMENT OF TREASURY AND BUREAU OF CONTRACT ADMINISTRATION.

SECTION A - COMPANY IDENTIFICATION

1. FED. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MANUFACTURING <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 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 IN THE COMPANY <input type="checkbox"/> SINGLE ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT BY PUBLIC AGENCY AWARDING CONTRACT		
CITY		COUNTY STATE ZIP CODE
Official's name	DATE RECEIVED	ASSIGNED CIRCULATION 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 particular category, enter zero. Include ALL employees, not just those in minority categories in columns 1, 2, & 3. (DON'T START) unless specified.

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (COLS 2-4)	COL. 2		MALE					FEMALE					
		MALE	FEMALE	BLACK	HISPANIC	ASIAN	AMERICAN INDIAN	BLACK	HISPANIC	ASIAN	AMERICAN INDIAN			
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. HAS THIS INFORMATION AS TO EACH OF THESE GROUPS IN SECTION B BEEN OBTAINED? <input type="checkbox"/> 1. Voluntary <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Labor Inquiry	14. IS THIS THE FIRST Employee Information Report Submitted?	15. IF NO, DATE LAST REPORT SUBMITTED
13. DATES OF PAYROLL PERIODS: From _____ To _____	1 YES! 2 NO!	MO. DAY YEAR

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 (PUNJAMA CODE NO. EXTENSION)

NEW JERSEY “BUSINESS REGISTRATION CERTIFICATE” FORM

N.J.S.A. 52:32-44, requires that Business Organizations be registered with the New Jersey Department of Treasury, Division Revenue and Enterprise Services.

Please indicate below, for the bidder and all subcontractors listed on the “Subcontractor Declaration” herein, as to their registration with the NJ Department of Treasury, Division of Revenue and Enterprise Services in accordance with N.J.S.A. 52:32-44.

Proof of registration is required for all contractors and named subcontractors. Proof of registration means a copy of the organization’s “Business Registration Certificate”. No other form can be substituted to fulfill this requirement.

Copies of the Business Registration Certificate shall be submitted prior to the time the contract is awarded, or may be attached to this form.

<u>Name</u>	<u>Not Registered</u>	<u>Registration Number</u>
Bidder _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____

NON-COLLUSION AFFIDAVIT

per N.J.S.A. 52:34-15

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

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)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so; 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 **Merchantville-Pennsauken Water Commission** 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 established commercial or selling agencies maintained by

(name of firm)

Subscribed and sworn
before me this _____ day
of _____ 20 ____.

Notary Public of _____

My Commission Expires _____, 20 ____.

(Seal)

Signature

Name and Title
(Type or Print)