



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE · ENGLEWOOD CLIFFS, NJ. 07632

OFFICE (201) 569-5252

FAX (201) 569-4356

PUBLIC NOTICE TO BIDDERS

ELEVATOR SUBCODE OFFICIAL

BOROUGH OF ENGLEWOOD CLIFFS BERGEN COUNTY, NEW JERSEY PUBLIC NOTICE TO BIDDERS is hereby given that signed and sealed bids will be received by the Borough Clerk for the Mayor and Council of the Borough of Englewood Cliffs, Bergen County, New Jersey, for Elevator Sub code and Inspection Services from an authorized on-site inspection agency. All sealed bids must be received by the Borough Clerk, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632, by **11:00 A.M.** prevailing time, or as soon thereafter as the matter can be heard on **July 6, 2017** at which time they will be publicly opened and read.

All bids submitted shall be considered a lump sum bid per hourly rate submitted on bid form of specifications; no escalator clauses will be accepted. Instructions may be found on website www.EnglewoodCliffsNJ.org, by email to lduffy@EnglewoodCliffsNJ.org or in person at Borough Hall, 482 Hudson Terrace, Englewood Cliffs, New Jersey, between the hours of 9:00 A.M. and 4:00 P.M. daily except Saturdays, Sundays and holidays. Lisette M. Duffy, RMC

The Borough is seeking Bids for a three (3) year contract for the Elevator Subcode Official, requiring availability at the Construction Code Enforcement Office at the Borough Hall every Tuesday and Thursday from 1 p.m. to 3 p.m, as well as for the performance of inspections and reinspections in accordance with the duties and responsibilities as enumerated in NJAC 5:23-4.14 and all related rules, in a timely manner and further as prescribed by the Uniform Construction Code and as directed by the Construction Official.

Bids shall be submitted on the Bid Proposal Form, shall be properly filled out and executed and shall be placed in a sealed envelope furnished by the bidder and addressed to Borough Clerk, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632-2983 with the name and address of the bidder and the following words clearly printed thereon:

"BID FOR ELEVATOR SUBCODE OFFICIAL"

BIDDING MUST BE MADE BY AN AUTHORIZED ON-SITE INSPECTION AGENCY.

In addition, each bidder is required to submit with the bidders proposal the following:

1. **BID GUARANTEE**
A certified check or cashier's check payable to the Borough of Englewood Cliffs in the amount of ten (10%) of the bid but not in excess of \$20,000.00 or a satisfactory bid bond in the sum of ten percent (10%) of the bid executed by a bidder and a surety company authorized to do business in the State of New Jersey.
2. **CONSENT OF SURETY**
An appropriate Sureties Consent by the Surety Company qualified to do business in the State of New Jersey. The Bonding itself to become surety for the full and faithful performance of the contract in an amount equal to One Hundred Percent (100%) of the contract price for the protection of all persons furnishing materials or labor or fulfilling the contract.
3. **AN AFFIRMATIVE ACTION AFFIDAVIT.**
Complete the attached affidavit forms.

4. **POWER OF ATTORNEY**
Authorizes another person to act as the bidder's agent or attorney.
5. **OWNERSHIP STATEMENT CERTIFICATE**
Setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock.
6. **NON-COLLUSION AFFIDAVIT**
7. **DOCUMENT ACKNOWLEDGING THE BIDDER'S RECEIPT OF ANY NOTICE OF REVISION OR ADDENDA TO ADVERTISEMENTS OR BID DOCUMENTS.**
8. **A LISTING OF SUBCONTRACTORS AS REQUIRED BY SECTION 16 OF P.L. 1971, c.198 (C.40A:11-16).**
9. **EQUIPMENT CERTIFICATION**
10. **BUSINESS REGISTRATION CERTIFICATE**
11. **Upon the award of the contract to the successful bidder. The bidder shall execute an agreement with the Borough guaranteeing performance pursuant to specifications of the bid.**
12. **In addition, the bidder will furnish a contract performance bond & labor and material payment bond in the amount of the contract. Bidder will also furnish a certificate of liability insurance in the amount of \$1 Million per occurrence.**

In the event that a check or bank draft is delivered with the proposal as aforesaid, the same will be returned to all unsuccessful bidders upon the award of the contract to the successful bidder. No proposals or bids will be received subsequent to the time specified in said advertisement.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Mayor and council of the Borough of Englewood Cliffs.

The Borough reserves the right to reject any and all bids and to waive any informality in the bids.

Bidders are required to comply with requirements of P.L. 1975, C127 and with all provisions of N.J.S.A. 10:21 through 10:24 and all rules and regulations promulgated thereunder.

Lisette M. Duffy, RMC
Borough Clerk

The Borough reserves the right to:

1. Reject any and all proposals for any reason whatsoever;
2. Waive any immaterial defects in any proposal should it be deemed in the best interest of the Borough to do so;
3. Accept the proposal which in its judgment will be for the best interests of the Borough of Englewood Cliffs.

Bidders are required to comply with the requirements of P.L. 1975, c. 127 and Affirmative Action and Executive Order 11246 regarding equal employment opportunity, as amended, N.J.S.A. 10:5-31 et seq., and the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.

All bids are subject to the requirements of all laws and regulations affecting the same.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLEWOOD CLIFFS, NEW JERSEY.

BID SPECIFICATIONS
FOR ELEVATOR SUB-CODE OFFICIAL

1. THE BID

Bids are requested and shall be made only by an authorized on-site inspection agency which is to provide the services of an Elevator Subcode Official for the Borough of Englewood Cliffs, specifically in accordance with the instructions and specifications outlined in the Elevator Subcode Official Bid Request (Exhibit "A" herein) and bids shall only be made on the form of bid prepared by the Borough and furnished to the bidder. The bid submitted shall be for a **Three Year Term**.

The bid shall contain the name and post office address of the bidding entity and the persons signing the bid must be duly authorized and empowered to submit such bid on behalf of the corporation and the same shall give the names of the officers of the entity and the location of its principal office.

Bidders are cautioned not to attach any conditions, limitations, provisos or restrictions to any bid, or to make any changes or erasures on the proposed blanks, as such conditions, limitations, erasures or provisos may cause its rejection.

2. BID OPENING

Each shall be placed in one (1) sealed envelope and addressed to **Chief Financial Officer, Borough Hall, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632-2983**, with the name and address of the bidder and the words "**BID FOR ELEVATOR SUB-CODE OFFICIAL**" clearly printed thereon. The bid must be accompanied by a non-collusion affidavit. Facsimile or Email submissions will not be accepted. All bids sent via regular mail shall be at the sole responsibility of the bidder.

All bids must be delivered to the Chief Financial Officer's office at or prior to the date and time specified for receiving of bids.

3. AWARD OF CONTRACT

The right is reserved to reject any or all bids, if in the interest of the Borough it is deemed advisable to do so. The Award, if made, will be made to the responsible bidder whose bid proposes the lowest percentage of fees compared to the fees prescribed by the Department of Community Affairs Fee Schedule, provided the bid complies in all respects with the requirements specifically set forth in the Elevator Sub-code Official Bid Request, Exhibit A herein, and provided the bidder has submitted sufficient evidence of his ability to execute the work satisfactorily. If awarded, the Borough will award a contract for a three year contract, as set forth on the form of Bid. The Mayor and Council reserves the right to waive any irregularities or omissions in any bid which do not alter the substance of the bid or create any unfair advantage.

4. EXECUTION OF CONTRACT

The bidder to whom the contract is awarded will within ten (10) days after receiving written notice from the Borough of Englewood Cliffs, make necessary arrangements to execute a contract prepared by the Borough Attorney of the Borough of Englewood Cliffs within the said (10) days after the award of contract has been made by Resolution adopted by the Mayor and Council. No bid will be considered binding upon the Borough of Englewood Cliffs until the execution of the contract. After opening any bid, and before awarding any contract, the Mayor and Council may require any bidder to submit, in addition to any information furnished with his bid, documentary evidence in support of the statements made in any submitted documents or to any other questions which the Borough may wish answered. The Mayor and Council may also require every bidder in submitting his bid, to furnish all additional information or evidence which may reasonably be required of him by the Mayor and Council.

5. BREACH OF CONTRACT

The Mayor and Council shall have the right, if conditions arise, that in its opinion would constitute a breach of contract, to perform the work not completed by the subcode official or contracting agency, or to remedy said conditions and charge the cost of same to the contracting agency and to deduct same from any amount due or thereafter to become due to said subcode official or contracting agency. Performance of the work by the Borough does not deprive the Mayor and Council of any rights it would have to declare a breach of contract. Prior to declaring such breach, a three (3) day notice shall be given to the Contractor, in writing, who may request a hearing before the Mayor and Council.

If during the period covered by this contract, the contracted Agency shall be adjudged bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the Borough may, at its option, terminate the contract.

6. FAILURE TO EXECUTE THE CONTRACT

Failure on the part of the bidder to whom a contract is awarded to execute the contract in the manner required by these specifications within ten (10) days after the award of the contract, shall be considered just cause for the annulment of the award.

8. DESCRIPTION OF WORK

The work called for by these documents is for a three (3) year contract for an Elevator Subcode Official, by an authorized on-site inspection agency, requiring availability at the Construction Code Enforcement Office at the Municipal Building every Tuesday and Thursday from 1 p.m. to 3 p.m, as well as for the performance of inspections and reinspections in accordance with the duties and responsibilities enumerated in NJAC 5:23-4.14 and all related rules, in a timely manner and further as prescribed by the Uniform Construction Code and as directed by the Construction Official. All bidders should take note of the requirements set forth in Exhibit A annexed hereto and made a part hereof, "Elevator Subcode Official Bid Request", including but not limited to the requirements set forth therein.

GENERAL CONDITIONS

1. CONTRACTOR'S INSURANCE

The Contractor shall provide all insurance required by law of the State of New Jersey, including the following kinds of insurance (below). The Contractor shall provide a declaration page from the insurer indicating that the policies have been obtained and are in effect at the time of the bid opening. The Contractor shall maintain said insurance for the duration of the contract and, upon demand of the Borough, shall obtain and provide the Borough a declaration by the insurer indicating that the policies are in-force at the time of the request and that the below limits have been met or exceeded.

A. Workers' Compensation Insurance providing statutory coverage under the Workers' Compensation laws of the State of New Jersey.

B. Comprehensive General Liability Insurance including standard Broad Form Comprehensive General Liability endorsement which must include, but not be limited to, Blanket Contractual Liability and Broad Form Property Damage coverage. Policy is to cover the Liability of the Contractor for all work and operations under this contract and all obligations assumed by the Contractor under this contract, including completed operations. Coverage under this policy shall not be less than \$1,000,000.00 Combined Single Limit each occurrence and aggregate for Bodily Injury and Property Damage Liability.

C. Automobile Bodily Injury and Property Damage Insurance Coverage for all owned, non-owned, and hire vehicles used in connection with the work covered by the contract. The policy should provide not less than \$500,000.00 Combined Single Limit each accident for Bodily Injury and Property Damage.

2. CONFLICT OF INTEREST AND NON-COLLUSION

Each bidder must execute and submit as part of the Bid a "Non-Collusion Affidavit" which at a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract; and

C. No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee unless such person possesses a Certificate of Public Convenience and Necessity and a License issued pursuant to N.J.A.C. 7:26-16 et seq.

A form of Non-Collusion Affidavit is included in these bid documents.

3. AFFIRMATIVE ACTION REQUIREMENTS

A. If awarded a contract; the successful bidder will 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.

B. Within (7) seven days after receipt of notification of the Borough of Englewood Cliffs's intent to award any contract, the contractor must submit one of the following to the contracting unit:

1) If the contractor has a Federal Affirmative Action Plan, approval which consists of a valid letter from the Federal contract compliance programs, the contractor should submit a photocopy of its letter of approval.

2) If the contractor has a certificate of Employee Information Report, the contractor shall submit a photocopy of the certificate.

3) If the contractor has none of the above, the Borough of Englewood Cliffs shall provide the

contractor with form AA302 - Affirmative Action Employee Information Report.

C. If the contractor does not submit the Affirmative Action document within the required time period, the Borough of Englewood Cliffs may extend the deadline by a maximum of 14 calendar days. Failure to submit the Affirmative Action document by the 14th calendar day shall be cause for the Borough of Englewood Cliffs to declare the contractor to be non-responsive and award the contract to the next lowest bidder.

4. SPECIFICATIONS TO BE PART OF CONTRACT

The within bid documents, Exhibit A - Elevator Subcode Official Bid Request, the bid form, and all other exhibits shall be included and be made part of any contract entered into between the Borough of Englewood Cliffs and the successful bidder. The Qualification Statement specifically set forth in Exhibit A hereto and the required information to be submitted therewith will be included in any contract.

5. CONSTRUCTION AND INTERPRETATION OF SPECIFICATIONS

It is understood that the Mayor and Council shall be the sole judge in construing any part of these specifications, and the parties specifically agree that notwithstanding any rule of contractual construction to the contrary, all ambiguities shall be resolved in favor of the Borough of Englewood Cliffs.

6. RIGHT TO REJECT BIDS

The Mayor and Council reserves the right to reject any and all bids subject to the provisions of law, including N.J.S.A. 40A:11-13.2, in such cases, provided that in the judgment of the said Mayor and Council it is deemed in the best interest of the Borough of Englewood Cliffs.

7. DISQUALIFICATION OF BIDDER

In the event a bidder is to be disqualified for lack of experience, capitalization, equipment, suitable business history, or other causes germane to this contract, the said bidder shall be afforded a hearing by the Mayor and Council prior to disqualification. At that time the bidder shall be permitted to offer explanatory statements or additional evidence to perform the contract not consistent with Contractor's initial bid response.

8. LIQUIDATED DAMAGES

A. If the Contractor fails to perform the work in accordance with the specifications, or if he performs the work in an unsatisfactory manner after notice from the Borough or its duly authorized representative has been given, then in that event the Borough Council may declare the Contractor in default of his contract at its own expense, charging the cost thereof against the monies to which said Contractor would have been entitled for the faithful performance of the said contract, or may contract with some other Contractor for the performance of the work, charging the cost and expense thereof in like manner. And in any event, in addition to the aforesaid, the Contractor shall remain responsible for any and all costs and expenses incurred by the Borough in having the work done which the Contractor failed to do.

B. The Contractor further agrees that in the event of any default in the performance of the work required hereunder, to reimburse the Borough of Englewood Cliffs for all costs, expenses and damages incurred by the Borough in completing the work in accordance with the contract let under these specifications.

9. PREVAILING WAGE ACT

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at:
http://lwd.dol.state.nj.us/labor/wagehour/lawregs/prevailing_wage_law.html

EXHIBIT A
TECHNICAL SPECIFICATIONS
ELEVATOR SUBCODE OFFICIAL BID REQUEST

In accordance with NJAC 5:23-4.5(a), the Borough of Englewood Cliffs, in the County of Bergen, is seeking bids from authorized on-site inspection agencies for a contract of **three (3) years** for the Elevator Subcode.

The population of the Borough of Englewood Cliffs is approximately 5,300 residents, within an area of approximately 3.3 square miles. The daily population swells, as there is a large corporate presence in town. There are approximately 100 elevator units that require annual and/or semi-annual inspections. Approximately two (2) new installations per year require construction inspections and final certifications. It is required that the Subcode Official be available at the Construction Code Enforcement Office, to meet with the public and the Construction Official every Tuesday and Thursday from 1 p.m. to 3 p.m.

All inspections and/or re-inspections shall take place between the hours of 9 a.m. and 5 p.m. and are to be performed in a timely manner as prescribed by the Uniform Construction Code and directed by the Construction Official. It is understood that the private enforcing agency will adhere to and comply with all the duties and responsibilities enumerated in NJAC 5:23-4.14 and all related rules.

If you are interested in providing these services, you are invited to submit a written, sealed bid, together with a separately sealed qualification statement. The qualification statement shall be in writing and shall contain the following information. Please address, in writing, the manner in which your agency intends to comply with our "Local Procedural Requirements", which are made a part of this request bid.

**SPECIFICATIONS FOR ELEVATOR SUBCODE INSPECTIONS
BY AN ON-SITE AGENCY**

- A. Provide a résumé of the educational and professional qualifications of the individual who will serve as your agency's "Responsible Official" as described in N.J.A.C. 5:23-4.13(c).
- B. The subcode official must deliver, in person, to our Building Department; within (15) days of the inspection all inspection reports U.C.C. F310-1, U.C.C. F310-2 (rev. 3/96), completed Notices of Violation, and Certificate of Compliances for signature of the Construction Official. All "Unsatisfactory Conditions" shall include the proper code citation; code rule number and year code was adopted. Your example shall include a minimum of (3) unsatisfactory conditions per car. We will only accept U.C.C. F310 forms; for quality purposes, substitutes will not be accepted. Additionally, all reports must be completed in triplicate and shall be typed, including the F310 form. Hand written forms will not be accepted. The F310 form shall indicate the installation year of the device, and the code year the device is inspected to. In building locations with more than one elevator car, we require multiple inspections per form F310. This is required to reduce the tiling time and overcrowding of our elevator records. Provide a copy of a typical inspection report, including addressed envelope, fully assembled and ready for disbursement to the appropriate parties. Provide examples of a completed form for multiple, (2) at minimum, elevator and escalator inspections, which your agency has completed.
- C. While it is understood that the Municipality through the Construction Official's office shall be responsible for the collection of all elevator inspection fees we require the agency to assist in preparing elevator fee notices for mailing to the owner/agent. The information will include an addressed envelope to the owner/agent, a cover letter of transmittal and invoice to the owner agent. All mailing will be done through the Building Department. The cover letter will carry the logo of the municipality, the Construction Official's name and phone number, the address of the owner / agent and the address of the elevator(s) to be inspected. The letter will instruct the owner agent and will cite the proper Uniform Construction Code regulations. The invoice shall have the date of the next regularly scheduled inspection, the type of inspection, annual or semiannual, the proper U.C.C. citation for the inspection fee(s) and administrative charges. The proper fees for the elevator devices and associated oil buffers, counterweight governor safeties and auxiliary power generator and extended showing the total fees to be paid to the municipality. Additionally, each invoice shall have an invoice number and address of the municipality for proper mailing of the payment. All invoices will be prepared and mailed (30) days prior to the scheduled inspection. A duplicate copy of each invoice will be prepared by the agency for our records. Provide a sample of your cover letter and invoice, which will be for a minimum of three (3) elevators and will include oil buffers and counterweight governor safeties your agency plans to inspect.

D. The Subcode Official / agency will prepare all Notices of Violation, and Notice of Penalty, if required, in triplicate, for review and signature(s) with the Construction Official. The forms must be "U.C.C. F211" and "U.C.C. F212" and shall reflect all the necessary information such as Name of Owner or Agent, Lot and Block numbers, Control Number, the name and address of the Board of Appeals, and the fee for application to the Board. All notice of violation forms F211 and notice of violation forms F212 shall be typed and must carry an original signature of the elevator Subcode Official. Please provide examples of both completed forms, including addressed envelope, that your agency has issued.

E. The subcode official / agency together with the control person and construction official, will track all non-payment of fees by owner/agents and prepare, in triplicate, Notice of Violation F211. If the inspection fees are not paid to the municipality after (30) days, the agency shall prepare a Notice of Penalty F212 for non-payment and signing with the Construction Official. After signing, the subcode official / agency will separate the three (3) copies and distribute as required. The agency will provide addressed envelopes, for mailing to the owner agent, by the Building Department. Submit examples of your agency's completed Notice of Violation and Notice of Penalty for non-payment, that your agency has issued.

F. Provide a fee schedule based on the Percentage your agency is bidding. The schedule shall specify the total fee the owner / agent will pay, the amount to be retained by the agency, and the administrative fee due to the municipality. The fee schedule provided by the bidder shall be based upon the fee schedule outlined in N.J.A.C. 5:23-12.6(b). NOTE: The Borough's Administrative Fee equals 35% of the fee provided for the relevant inspection in N.J.A.C. 5:23-12.6(b).

G. The Agency's primary office shall be located no more than twenty (20) miles, via highway or local routes, from the Borough Hall, located at 482 Hudson Terrace, Englewood Cliffs, NJ. Indicate the Agency's primary office address.

H. If your Agency has ever advised a Construction Official or has reported to the DCA, as required by N.J.A.C. 5:23--12.11, a "Notice Concerning Accidents" where a death or personal injury was involved, as a result of, or cause of, and elevator accident, we require you to fully describe the cause and severity of the accident. Also, provide copies of all pertinent documents, for the elevator device in question. Failure to provide this information, at the time of bid, may be cause of rejection.

I. It should be understood that all of the services defined in specifications A through F will be performed at no additional cost to our municipality and we reserve the right to accept/reject the services, which are in the best interest of our municipality.

**SPECIFICATIONS CONTINUED:
ELEVATOR SUBCODE, ON-SITE AGENCY REQUIREMENTS
TECHNICAL SPECIFICATIONS**

1. The name and principal business address of the agency;
2. The name of the person who will serve as the agency's responsible official and representative if the agency is awarded the contract;
3. A full listing of all agency technical, field inspection and supervisory personnel, grouped by job classification and title. The listing shall include the technical, educational and licensure qualifications of each person. Of the total number of elevator inspectors / subcode officials are any committed by contract to a specific municipality?
4. A full listing of the municipalities served by the agency. This list shall specifically identify the subcodes enforced in each case and the number of permits supervised and the number of inspections performed during an average month during the preceding year in each municipality;
5. A table of organization for the agency which is correlated by job title to the required personnel;
6. A narrative description of the arrangements of the agency plans to make for discharging its plan review obligations;
7. The time in which the agency can perform, or has performed, plan reviews upon assignment by the construction official;
8. Any guarantees of time in responding to requests for required inspection or established in these regulations. If an agency does not guarantee response time less than the maximum, the agency shall so state in its bid;
9. The time in which the agency can respond, or has responded, to requests for required inspections from the construction industry;
10. A narrative description of the arrangements the agency plans to make for providing emergency inspection services, including response time. We will require a maximum response time of (4) hours from time called.

All responses shall be in the same sequence and order as listed in this bid. Each of the specifications requires a narrative response. Document samples, therefore that are not as specified above, may be cause for bid rejection. Failure to supply these documents with your bid is an immediate cause for bid rejection.

Selection will be predicated on the firm judged and determined to be best qualified, to meet the needs and requirements of our municipality.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
: SS:
COUNTY OF BERGEN)

(Project Name)

I, _____, of the City of _____

in the State of _____, being of full age and duly sworn according to law, on my oath

depose and say that:

I am employed by the firm _____, the bidder submitting the
(Name of Bidder)

Bid Proposal for the above named project, in the capacity of _____
(Title of Affiant)

and I have executed the Bid Proposal with full authority to do so.

Further, the bidder has not, directly or indirectly, entered any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project. All statements contained in said Bid Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Mayor and Council rely upon the truth of the statements contained in this affidavit and in said Bid Proposal 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 the _____.
(Name of Bidder)

(Name of Firm or Individual) (Title)

(Signature) (Date)

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public of

My Commission expires on _____.

ATTACHMENT 1

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will 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, gender identity or expression, disability, nationality 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 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, 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 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 employ minority and women 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, 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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA-302

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

Company

Authorized Signature

Date

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Englewood Cliffs, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification Clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

**STATEMENT OF BIDDER'S QUALIFICATIONS,
EXPERIENCE, AND FINANCIAL ABILITY
AFFIDAVIT**

STATE OF NEW JERSEY)
 : SS:
COUNTY OF BERGEN)

(Project Name)

I, _____, am the _____ of
 (Name of Affiant) (Title of Affiant)

_____, and being duly sworn, I depose and say:
 (Name of Bidder)

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.

2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the Mayor and Council to award to _____ the contract for elevator subcode official and

(Name of Bidder)

inspection services in the event said bidder is the lowest responsible bidder on the basis of the bid proposal which is submitted herewith.

3. I understand and agree that the Borough of Englewood Cliffs will rely upon the information provided in the Questionnaire in determining the lowest responsible bidder to be awarded the contract.

4. I also understand and agree that the Mayor and Council may reject the bid proposal in the event that the answer to any of the foregoing questions is false.

5. I do hereby authorize the Borough of Englewood Cliffs, or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish the Borough of Englewood Cliffs any information necessary to verify the answers given.

(Name of Firm or Individual)

(Title)

(Signature)

(Date)

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public of

My Commission expires on _____.

Note: A partnership must give firm name and signature of all partners. A corporation must give full corporate name and signature of official, and the corporate seal affixed.

CONTINUED

STATEMENT OF BIDDER'S EXPERIENCE AND FINANCIAL RESPONSIBILITY

The Bidder shall hereby furnish summary information relative to the ability and financial resources available for the fulfillment of the Contract if such be awarded to him.

Bidder's Qualifications:

How many years has he or they been engaged in the business of providing qualified personnel for inspections and related elevator subcode services?

When Organized? _____

Has it or they ever defaulted on a contract? _____

If so, what were the circumstances?

List the names of all officers or managing personnel of the Bidder, noting their positions in the company or agency:

Name of Individual/Supervisor who will give personal attention to the Project:

List any and all public entities which contracted with the bidder for the furnishing of qualified personnel for elevator subcode inspections and the like, and state the year in which it was provided.

References: (attach a list of references with contact information)

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID AND
SHALL BE CONSIDERED A PART OF THE CONTRACT**

**HISTORY OF LEGAL ACTIONS INVOLVING THE
COMPANY'S INSPECTION SERVICES**

Please reply to the questions below, sign with your company title and have this document notarized. Include this completed document with your bid proposal. Failure to provide full disclosure as requested, will be grounds for rejection of your bid.

Full Company Name: _____

City and State: _____

Number of years in business: _____ years

A) In the State of New Jersey, has your company been the subject of, or named as a defendant, in any legal action involving death, dismemberment or trauma as a result of inspection services provided by your agency? Yes: _____
No: _____

If "no", please go on to the next question. If "yes", was your company, or your insurance company, required to make a settlement or pay a fine? If more than one occasion is involved, please list them on a separate piece of paper and attach it to this page. Include any information regarding any prohibition from doing business in a particular area of New Jersey, such as a city, town, county, etc. if any prison term was involved, please explain fully.

B) Are any legal actions currently pending against your company, in any New Jersey court, as such legal actions involve your elevator inspection services? Yes: _____ No: _____

If "no", please sign below, have this document notarized and include it with your bid proposal.

If "yes", please indicate the number of actions pending: _____

C) Has the agency or any Subcode Officials of the agency been subject of complaint or investigation by the Department of Community Affairs for elevator inspection and permit applications in any municipality, with which the agency was in contract?

Yes: _____ No: _____

If yes, please provide all information including findings by the Department of Community Affairs.

Printed name of Company representative: _____

Signature of above representative: _____

Date of signature: _____

Notary statement, seal and signature to appear below.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall be Included with Bid Submission

Name of Business: _____

I certify that the list below contains the names and home addresses of 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:

Sole Proprietorship Partnership Limited Partnership Limited Liability Partnership

Limited Liability Corp. Subchapter S Corporation 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 _____, 2017.

(Name of Affiant)

Notary public of:

(Print Name & Title of Affiant)

My Commission expires on: _____

BID GUARANTEE

A certified or cashier's check payable to the Borough of Englewood Cliffs, for Five hundred Dollars (\$500.00) or a bid bond for a like sum, executed by a Surety Company authorized to do business in the State of New Jersey, binding the bidder to execute the contract, if awarded to him, or them, must accompany each bid.

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specifications and made part hereof:

Percent of fees as prescribed by the Department of Community Affairs fee schedule to be retained by 3rd party inspection service:

_____ % _____
(Amount in numbers) (Amount in words)

NOTE: Fee to be charged to Property Owner will be the sum of the above percentage plus the Borough of Englewood Cliffs' Administrative Fee of 35% of Department of Community Affairs fees.

Company Name

Federal Tax ID # or Social Security #

Company Address

Company City, State, ZIP

Signature of Authorized Agent

Type or Print Name of Authorized Agent

Title

Telephone Number

Date

Fax Number

Email Address

STANDARD BID DOCUMENT REFERENCE

Reference: VII-D

Name of Form:	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference:	Statutory and Other Requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html>. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

POLITICAL CONTRIBUTIONS DISCLOSURE STATEMENT

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

BOROUGH OF ENGLEWOOD CLIFFS
ELEVATOR SUBCODE OFFICIAL
BID DOCUMENT CHECKLIST

**Required by
Owner**

Submission Requirement

**Initial each required
entry and if required
submit the item**

<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Americans with Disabilities Act of 1990	
<input type="checkbox"/>	Qualifications Statement	
<input type="checkbox"/>	History of Legal Actions	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Affirmative Action Compliance Notice	
<input type="checkbox"/>	Prevailing Wage	
<input type="checkbox"/>	Bid Guarantee	
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	Proof of Business Registration	
<input type="checkbox"/>	Political Contributions Disclosure Statement	
<input type="checkbox"/>	Iran Sanctions, Accountability & Investment Act Form	

CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, the _____

_____ a corporation

organized and existing under the laws of the State of _____ and authorized to

do business in the State of New Jersey, do hereby consent and agree with the Borough of

Englewood Cliffs that if the foregoing proposal of _____

_____ hereinafter called the Contractor, for the _____ be accepted, and a Contract for said work be awarded to said Contractor, we will, upon its being so awarded, become Surety for said Contractor and agree to be bound with said Contractor upon the terms and conditions set forth in the Proposal and Specifications and shall provide security through the issuance of a Performance Bond in an amount equal to One Hundred Percent (100%) of the Contract price and to be conditioned so as to indemnify the Borough of Englewood Cliffs against loss due to the failure of the Contractor to fulfill the obligations and requirements of said Contract.

IN WITNESS WHEREOF, said Surety has caused these presents to be signed and attested by a duly authorized officer, and its corporate seal to be hereto affixed this _____ day of _____, 2017.

By _____
Surety Company
Attorney-in-Fact

ATTEST:

NOTE: PLEASE EXECUTE THIS CONSENT OF SURETY FORM.

Consent of Surety must be accompanied by (a) appropriate acknowledgments of the respective parties, (b) appropriate duly certified copy of Power of Attorney or other certificate of authority where Consent of Surety is executed by agent, officer, or other representative of Principal or Surety, (c) a duly certified extract from By-Laws or resolutions of Surety under which Power of Attorney or other certificate of authority of its agent, officer or representative was issued and (d) duly certified copy of latest published financial statement of assets and liabilities of Surety.

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF _____)
))
COUNTY OF _____)

ss.:

I, _____ being first duly sworn under oath affirm
that I am _____ (sole owner, a partner, president,
secretary, etc.) of _____

_____, the party making the foregoing bid proposal (hereafter referred to as the "Contractor").

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows

1. The Contractor is familiar with and will fully comply with the anti-discrimination, equal employment opportunity and affirmative action requirements obligations imposed by New Jersey Law pursuant to N.J.S.A. §10:2-1 et seq., N.J.S.A. §10:5-1 et seq., N.J.S.A. §10:5-31 et seq., and the rules regulations pursuant thereto, including N.J.A.C. 17:27.
2. During the performance of this Contract, the Contractor agrees, pursuant to N.J.S.A. §10:5-31 et seq., as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

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

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

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

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

I am aware that if my assertions on behalf of the Contractor made in this Affirmative Action Affidavit are false, I am subject to punishment.

(Signature) (Title)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF , 2017.

Notary Public of

My Commission Expires: _____

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

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

Goods and General Service Vendors

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

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

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

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

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

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

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

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

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

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

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:

- Partnership
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- 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 _____, 2017.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM

**Borough of Englewood Cliffs
Elevator Inspector**

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, 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

Acknowledgment by bidder:

Name of Bidder:

By Authorized Representative:

Signature:

Printed Name and Title:

Date:

EQUIPMENT CERTIFICATION

INSTRUCTIONS FOR COMPLETING THE EQUIPMENT CERTIFICATION

For the necessary equipment owned, leased or controlled by the Bidder, Part 1 shall be completed. For the necessary equipment not owned, leased or controlled by the Bidder, Part 2 shall be completed. These certifications are made pursuant to the provisions of N.J.S.A. 40A:11-20 and must be submitted with the Proposal. Attach additional pages, if necessary.

PART 1

This is to certify that I, the Bidder signing the attached Proposal, own, lease or control the necessary equipment required to accomplish the work shown and described in the Contract Documents and described below

LIST OF EQUIPMENT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(ATTACH ADDITIONAL SHEETS AS REQUIRED)

Date

Signature of Bidder

PART 2

This is to certify that I, the Bidder, signing the attached Proposal, will obtain the following necessary equipment from the indicated source. I have attached hereto a certificate from the owner or person in control of the equipment granting to me, the Bidder, control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary.

LIST OF EQUIPMENT

SOURCE OF EQUIPMENT

(ATTACH ADDITIONAL SHEETS AS REQUIRED)

Date

Signature of Bidder

STATE OF NEW JERSEY

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

FORM AA-201
Revised 11/11

INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION

Official Use Only

Assignment

Code

For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa201ins.pdf

1. FID NUMBER	2. CONTRACTOR ID NUMBER	5. NAME AND ADDRESS OF PUBLIC AGENCY AWARDING CONTRACT Name: Address:			
3. NAME AND ADDRESS OF PRIME CONTRACTOR (Name) (Street Address) (City) (State) (Zip Code)		CONTRACT NUMBER DATE OF AWARD DOLLAR AMOUNT OF AWARD		7. PROJECT NUMBER	
4. IS THIS COMPANY MINORITY OWNED [] OR WOMAN OWNED []		6. NAME AND ADDRESS OF PROJECT Name: Address: COUNTY		8. IS THIS PROJECT COVERED BY A P LABOR AGREEMENT (PLA)? YES OR N	
9. TRADE OR CRAFT	PROJECTED TOTAL EMPLOYEES		PROJECTED MINORITY EMPLOYEES		PROJECTED PHASE - IN DATE
	MALE FEMALE		MALE FEMALE		PROJECTED COMPLETION DATE
	J AP	J AP	J AP	J AP	
1. ASBESTOS WORKER					
2. BRICKLAYER OR MASON					
3. CARPENTER					
4. ELECTRICIAN					
5. GLAZIER					
6. HVAC MECHANIC					
7. IRONWORKER					
8. OPERATING ENGINEER					
9. PAINTER					
10. PLUMBER					
11. ROOFER					
12. SHEET METAL WORKER					
13. SPRINKLER FITTER					
14. STEAMFITTER					
15. SURVEYOR					
16. TILER					
17. TRUCK DRIVER					
18. LABORER					
19. OTHER					
20. OTHER					

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

33

(Signature)

10. (Please Print Your Name)

(Title)

(Area Code)

(Telephone Number)

(Ext.)

(Date)

MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:
http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf

1. Name and address of Prime Contractor	2. Contractor ID Number	3. F ID or SS Number
(NAME)		4. Reporting Period
(ADDRESS)		5. Public Agency Awarding Contract
(CITY)	(STATE)	(ZIP CODE)
		6. Name and Location of Project County

8. CONTRACTOR NAME (LIST PRIME CONTRACTOR WITH SUBS FOLLOWING)	9. PERCENT OF WORK COMPLETED	10. TRADE OR CRAFT	CLASSIFICATION (SEE REVERSE)	11. NUMBER OF EMPLOYEES						12. TOTAL	13. WORK HOURS		14. % OF W	
				A.	B.	C.	D.	E.	F.	NO. OF MIN. EMP.	TOTAL WORK HOURS	A.	B.	A.
				TOTAL	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	FEMALES			MIN. W/H	FEMALE W/H	% OF MIN. W/H
			J											
			AP											
			J											
			AP											
			J											
			AP											
			J											
			AP											
			J											
			AP											

17. COMPLETED BY (PRINT OR TYPE)

(NAME)	(SIGNATURE)	(TITLE)
--------	-------------	---------

(AREA CODE)	(TELEPHONE NUMBER)	(EXT.)	(DATE)
-------------	--------------------	--------	--------

DEPT. OF LABOR & WORKFORCE DEVELOPMENT CONSTRUCTION PROGRAM

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 http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <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: IS 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				
10. PUBLIC AGENCY AWARDED CONTRACT				
	CITY	COUNTY	STATE	ZIP CODE

Official Use Only	DATE RECEIVED	INAUG.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. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	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-														

The data below shall NOT be included in the figures for the appropriate categories above

