



**SOMERSET COUNTY PARK COMMISSION
PUBLIC NOTICE OF REQUEST FOR PROPOSALS
FOR DESIGN AND MEDIA PLACEMENT FOR MARKETING CAMPAIGN**

RFP 01-02-09

The Somerset County Park Commission is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received on Thursday, March 5, 2009 at 3:00 pm at the Somerset County Park Commission headquarters located in North Branch Park at 355 Milltown Road, Bridgewater, New Jersey 08807 at which time and place responses will be opened for:

**Design and Media Placement For Marketing Campaign
RFP-01-02-09**

Specifications and instructions may be obtained from the Purchasing office at the Somerset County Park Commission headquarters or on the Commission website, www.somersetcountyparks.org or on the Somerset County website at www.co.somerset.nj.us

All RFP Addenda will be issued on the website. Therefore, all interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Respondents shall comply with the requirements of P.L. 1975 C127 (N.J.S.A. 17:27 et seq.) A copy of your NJ Business Registration Certificate (NJBRC) shall be submitted with your proposal.

Jane Marie Foti, RPPO
Acting Purchasing Agent

1. Introduction

This contract is to furnish and deliver design, production, and position in the media of newsprint ads, magazine ads, monthly email newsletter, and kiosk ads in the Bridgewater Commons mall to promote the programs, special events, and facilities of the Somerset County Park Commission.

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Somerset County Park Commission, hereinafter referred to as Commission, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the Commission, will become part of any contract awarded as a result of this RFP.

2.1 Schedule

A schedule has been established for respondent proposals, proposal review, contractor selection, and project initiation. The dates established for the procurement are:

- 1 Release of RFP: Monday, February 9, 2008
- 2 Proposal Due Date: Thursday, March 5, 2009
- 3 Governing Body Action: Thursday, March 19, 2009

2.2 Proposal Submission Information

Opening Date and Time: Thursday, March 5, 2009 at 3:00 pm

Submission Office: Somerset County Park Commission
Purchasing Office
355 Milltown Road
Bridgewater, New Jersey 08807

In a sealed envelope, please submit one (1) Original and three (3) copies. Clearly mark the submittal package with the title of this RFP and the name of the responding firm, addressed to Jane Marie Foti, RPPO, Acting Purchasing Agent. The original proposal shall be marked to distinguish it from the three (3) copies.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Using Department Information

The Using Department for these services is:

Leisure Services
Somerset County Park Commission
PO Box 5327
North Branch, NJ 08876
Voice: (908) 722-1200 ext 232
Fax: (908) 722-6592
Email: csullivan@scparks.org

2.4 Park Commission Representative for this Solicitation

Please direct all questions in writing to:

Jane Marie Foti, RPPO
Acting Purchasing Agent
Somerset County Park Commission
PO Box 5327
North , 722-1200 ext. 245
Fax: (908) 722-6592
Email: foti@co.somerset.nj.us

2.5 Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the Commission's representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals.

The Commission reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the Commission to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The Commission assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the Commission shall be limited to the terms and conditions of the contract. Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the Commission, are not to be billed and will not be paid.

2.8 Statutory and Other Requirements

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the Commission must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto. The form shall be properly executed.

2.8.3 Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

2.8.4 Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted to the Commission a statement setting

forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.5 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.8.6 N.J. Business Registration Certificate

A New Jersey Business Registration Certificate is required pursuant to C57, PL2004. A copy of the BRC shall be provided with the proposal. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link:

<http://www.nj.gov/dca/lgs/lpcl/index.shtml#BusinessRegistration>

2.8.7 “Pay to Play” – Notice of Disclosure Requirement – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

- (1) Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- (2) Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us.
- (4) If you have any questions please contact ELEC at: 1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700

2.8.8 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the Commission in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the Commission from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any Commission regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability, and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

2.9 Multiple Proposals Not Accepted

More than one proposal for the same category from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.10 Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) business days, the Commission may then, at its option, accept the proposal of another respondent.

2.11 Commencement of Work

The contractor agrees to commence work after the date of award by the Commission and upon notice from the Commission.

2.12 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the Commission shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the Commission of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the Commission harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the Commission under this provision. In case of default by the contractor, the Commission may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.13 Non-allocation of Funding Termination

Each fiscal year payment obligation of the Commission is conditioned upon the availability of Commission funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Commission at the end of any particular fiscal year may terminate such services. The Commission will notify the Contractor in writing immediately of any services that will be affected by a

shortage of appropriated funds. This provision shall not be construed so as to permit the Commission to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

2.14 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Purchasing Agent no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the Commission or the award of contract.

2.15 Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost Form.

The Commission may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- 1 Deliverables not complying with the project specification;
- 2 Claims filed or responsible evidence indicating probability of filing claims;
- 3 A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

2.16 Non-payment of Penalties and Interest on Overdue Bills

New Jersey State Law requires that public funds be used to pay only for goods delivered or services rendered. Somerset County Park Commission will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Somerset County Park Commission to pay additional fees.

2.17 Ownership of Material

The Commission shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Commission to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the Commission at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the Commission, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the Commission pursuant to this contract shall belong exclusively to the Commission. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the Commission upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Commission. All information supplied to the Commission may be required to be supplied on CD-ROM media compatible with the Commission's computer operating system, windows based, Microsoft Office Suite 2000.

2.18 W-9

Successful bidder/respondent shall complete an W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

3. Scope of Work

This RFP solicits proposals to implement a marketing campaign to brand the Somerset County Park Commission identity with the public to increase awareness of the park system, participation in programs, and to increase revenue. The marketing campaign includes design, production, and position in the media of newsprint ads, magazine ads, monthly email newsletter, and kiosk ads in the Bridgewater Commons mall. The budget for 2009 is \$78,000.

The designer will be responsible for creating the focus of the campaign, designing the ads, designing monthly email newsletters, working with Park Commission staff to select media outlets, and then negotiating with the media to establish costs for ad placement and ensure payment is made. All ads will be approved by the Park Commission before they are placed.

Weekly calendar display ads shall be placed in the Courier News from mid-April through mid-October. Newspaper display ads shall be placed in the Courier News and the Star Ledger, between the months of April through October (at a frequency schedule to be determined by cost). Kiosk ads in the mall shall be placed the months of May through August. Email newsletters shall be created monthly for eight issues; April through November. Some samples of the materials utilized in 2008 are attached.

Proposals must include three costs - the cost for creation and production of each of the various types of ads, as well as their sizes and frequency of placement; media cost for placement of the ads; and any cost for billing the ads to the Park Commission as a net pass through of the costs.

Designers should be MAC based with proficiency in QuarkXPress and Adobe Photoshop. Projects may require the research and purchase of Royalty-Free Stock photos, as well as retouching existing furnished photography by the Park Commission.

Price must be inclusive of all client conferences to be held at Commission headquarters in Bridgewater, NJ; project coordination; copy editing and typesetting; graphic design and layout including design alternatives, photo research and retouching; all client revisions; artist production to final electronic file; reviewing and approving printing proofs; and if requested, on-site press inspection.

Graphic design experience with an emphasis on Leisure/Recreation/Entertainment in promotional print materials would be preferred. Samples of all projects from previous years are attached to this request for proposal; as pdf documents.

In the proposal, please provide:

1. The cost for creation and production of all ads, as well as their sizes and frequency of placement.
2. Media cost for placement of the ads.
3. Any cost for billing the ads to the Park Commission as a net pass through of the cost.
4. Portfolio of samples of similar previously printed newspaper tab sections.

4. Proposal Requirements

4.1 Qualification Statement

A statement is to be provided by the primary contact for the contractor. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm and the firm's location. Please provide a list of (3) three clients for whom similar services have been provided. Include the following in your response:

- 1 Name of government agency/corporation.
- 2 Contact person's name, position, and current telephone number.
- 3 Dates, cost, and scope of service.
- 4 Status and comments.

4.2 Key Personnel Information

The respondent shall provide the name, credentials, and areas of responsibilities of the principals and other key personnel working for the contractor.

4.3 Proposal Forms

The following forms are attached and made part of this RFP. All forms are required and shall be completed and made part of the proposal submitted, along with a copy of the N.J. Business Registration Certificate.

1. Proposal Checklist
2. Proposal Cost Form/Signature Page
3. Non-Collusion Affidavit
4. Stockholder Disclosure
5. Affirmative Action Statement
6. Acknowledgement of Receipt of Addenda

4.4 Location of Servicing Office

The proposal must list the location and address of the present office that will service and manage this contract.

5. Evaluation, Review and Selection Process

5.1 Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The Commission will either award the Contract within the applicable time period or reject all proposals. The Commission may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the Commission, be held for consideration for such longer period as may be agreed.

5.2 Rejection of Proposals

The Commission reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the Commission that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Commission reserves the right to waive any minor informality in the RFP.

5.3 Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected, and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the full Commission's governing body for award of contract, based on price and other factors.

5.4 Evaluation Criteria

The criteria considered in the evaluation of each proposal is as follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent.

5.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

5.4.2 Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

5.4.2.a. Management, Experience, and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration, and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

5.4.3 Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

5.4.4 Cost

Price shall be based on the fees as stated in the Scope of Work Statement (Section 3 of this RFP). Any services not included as part of any resulting contract scope of services must be approved and authorized by the Commission before such work is initiated. The Commission shall pay for such approved services, at the rate or cost agreed upon between the Commission and contractor, provided that the respondent has provided a schedule of fees for additional services with this RFP.

5.4.5 Payment

Payment will be made on presentation of itemized invoices and the owner's voucher duly signed and executed.

5.4.6 Non-payment of Penalties and Interest on Overdue Bills

State Law requires that public funds be used to pay only for goods delivered or services rendered. The Commission will not pay penalties and/or interest on overdue bills. No

employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Commission to pay additional fees.

5.5 Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body. The Purchasing Agent may then send a Purchase Order/Voucher to the contractor.

Contracts for award of “open and fair” procurements for professional services and extraordinary unspecifiable services (EUS) will be prepared by Somerset County Park Commission.

SOMERSET COUNTY PARK COMMISSION BID DOCUMENT CHECKLIST

Required With Bid		Read, Signed & Submitted Bidder's Initial
A.	<u>FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID</u>	
☒	Stockholder Disclosure Certification	
☒	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	
☒	Required Evidence EEO/Affirmative Action Regulations Questionnaire	
☐	Bid Guarantee (bid bond or certified/cashier's check)	
☐	(with Power of Attorney for full amount of Bid Bond)	
☐	Consent of Surety (Certificate from Surety company)	
☐	Surety Disclosure Statement and Certification	
☐	Performance Bond	
☐	Maintenance Bond	
☒	Business Registration Certificate - Bidder	
☐	Business Registration Certificate – Designated Subcontractor(s)	
☐	License(s) or Certification(s) Required by the Specifications	
☐	Other:	
B.	<u>MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED</u>	
☐	Public Works Contractor Registration Certificate(s) for the Bidder and Designated Subcontractors (Prior to Award, but effective at time of bid)	
C.	<u>FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF BID MAY BE CAUSE FOR REJECTION</u>	
☒	Non-Collusion Affidavit	
☒	Americans With Disability Act of 1990 Language	
☐	Three (3) references for similar projects	
☐	Authorization for Background Check	
☐	Catalog/Price List	
☐	Product Samples	
☐	Certification of Available Equipment	
☐	Other:	
D.	<u>READ ONLY</u>	
☒	Americans With Disability Act of 1990 Language	

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

Name of Bidder: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title:

PROPOSAL

TO THE SOMERSET COUNTY PARK COMMISSION:

The undersigned declares that he/she 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 per the schedule of fees as set by the Somerset County Park Commission for:

DESIGN AND MEDIA PLACEMENT FOR MARKETING CAMPAIGN

RFP 01-02-09

Company Name _____

Federal I.D. or Social Security # _____

Address _____

Signature of Authorized Agent _____

Type or Print Name _____

Title of Authorized Agent _____

Date _____

Telephone Number _____

Fax Number _____

E-mail address _____

Attach all required items.

**SOMERSET COUNTY PARK COMMISSION
STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)**

**FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED
INFORMATION IS CAUSE FOR AUTOMATIC REJECTION**

CHECK ONE:

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

Check which business entity applies:

- | | | |
|---|--|--|
| ☐ Partnership | ☐ Corporation | ☐ Sole Proprietorship |
| ☐ Limited Partnership | ☐ Limited Liability Partnership | ☐ Limited Liability Corporation |
| ☐ Subchapter S Corporation | ☐ Other _____ | |

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

Date Incorporated: _____ Where Incorporated: _____

Business Address:

STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE #	FAX #	EMAIL	

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

NAME	HOME ADDRESS
NAME	HOME ADDRESS

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes ☐ No ☐

Signature: _____ Date: _____

Printed Name and Title: _____

SOMERSET COUNTY PARK COMMISSION
NON-COLLUSION AFFIDAVIT

State of _____
County of _____

ss:

I, _____ of the City of _____

in the County of _____ and State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (Name of firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Somerset relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(Name of contractor)

(N.J.S.A. 52:34-25)

Subscribed and sworn to

before me this _____ day

of _____, _____.

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____.

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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 Commission, 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 Commission 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 photostatic 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 Commission 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 photostatic 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 Commission. 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: _____



Post Office Box 5327
North Branch, NJ
08876

Steven Fuerst
President

Joanne Jaeger
Vice President

Paul Consiglio
John Gillen
Robert Horowitz
Dorothy Paluck
Rose C. McConnell
Peter Schoberl
Gary Walsh

Raymond A. Brown,
Secretary-Director

James R. Dunwiddie,
Assistant Director

December 2008

To All Commission Vendors/Contractors

Pursuant to P.L. 1975, C. 127 (N.J.A.C. 17:27), EEO/Affirmative Action Regulations, it is required that government agencies retain compliance forms for all applicable vendors, contractors and professional service providers.

Therefore, it is mandatory that your firm complies with the EEO/Affirmative Action Requirements as stated in the proposal documents for any RFP or Bid.

Your firm must complete the AA302 form and submit it to the New Jersey Department of the Treasury, Division of Contract Compliance & Equal Employment Opportunity office. This may be completed on line at www.state.nj.us/treasury/contract_compliance and supply a copy to my office. Once you receive your Certificate of Employee Information Report, please send me a copy.

Bidders/Respondents are now prohibited from submitting an AA302 form more than once. Monetary penalties (N.J.A.C. 17:27-10.6) apply to both the contractor and public agency should a violation be discovered during an EEO/Affirmative Action audit.

If you have any questions, please feel free to contact me. Thank you, in advance for your cooperation.

Very truly yours,

Jane Marie Foti, RPPO
Acting Purchasing Agent

(REVISED 10/08)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

The contractor or subcontractor, 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or

Good faith efforts to meet targeted 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 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, 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

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

AMERICANS WITH DISABILITIES ACT of 1990
Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the COMMISSION 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 COMMISSION 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 COMMISSION in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the COMMISSION, 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 COMMISSION'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COMMISSION, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the COMMISSION or if the COMMISSION 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 COMMISSION 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 COMMISSION or any of its agents, servants, and employees, the COMMISSION shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COMMISSION or its representatives.

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

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

October 20, 2004

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

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

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

1. the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2. subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
3. prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
4. during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

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

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
WILL BE CAUSE FOR REJECTION OF YOUR PROPOSAL

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

FAILURE TO SUBMIT ONE OF THESE DOCUMENTS **WITH THE RFP** WILL CAUSE YOUR
RESPONSE TO BE REJECTED, REGARDLESS OF THE FACT THAT A COPY MAY
ALREADY BE ON FILE WITH THE SOMERSET COUNTY PARK COMMISSION.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/500

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

EFFECTIVE DATE:
01/01/01

FORM-BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107330

ISSUANCE DATE:
07/14/04

Acting Director
John S. Tully

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

SOMERSET COUNTY PARK COMMISSION
Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated	Acknowledgement
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned had full authority to represent the Contractor.

Signed: _____

Title: _____

Printed Name: _____

Date: _____

Company: _____

Form not required if no addenda issued.