

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
) SS:
COUNTY OF)

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

I am (Name and Title)
of the firm of

The bidder making the 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 William Paterson University relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

(Name of Contractor)

Subscribed and sworn to
(Also type or print of affiant under signature)

before me this day
of 200 .

Notary Public of
My commission expires

REQUIRED AFFIRMATIVE ACTION EVIDENCE FROM CONTRACTOR OR VENDOR

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a current Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) An original copy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours. **REQUIRES AN \$150.00 NON-REFUNDABLE FEE**

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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. 17:27.1 et seq. 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. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

VENDOR: THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH YOUR BID PROPOSAL.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 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.

EXHIBIT A (Cont)

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 personal 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 subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of 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.

STOCKHOLDER OR PARTNERSHIP DISCLOSURE REQUIREMENT

Per State of New Jersey Assembly Bill No. 22

Be it enacted by the Senate and General Assembly of the State of New Jersey:

1. No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted statement setting forth the names and addresses of all stockholders in the corporation "or partnership" who own 10% or more of its stock, of any class "or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership," the stockholders holding 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every "noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, have been listed."

2. This act shall take effect immediately.
IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID.

Vendor Name and Address

Stockholder's Name and Percentage of Ownership

Stockholder's Name and Percentage of Ownership

Stockholder's Name and Percentage of Ownership

Stockholder's Name and Percentage of Ownership

Stockholder's Name and Percentage of Ownership

Use reverse side of sheet for other stockholders.

___ No individual or partner owns
10% or more of this corporation or partnership.

by _____
(Name of contractor) (Address)

Subscribed and sworn to _____
(type or print name of affiant along with signature)
Before me this day of

Notary Public of
My commission expires

EMPLOYEE OR RELATIVE DISCLOSURE REQUIREMENT

This form is to be completed by all bidders seeking the award of any contract. No bidder shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any public funds by William Paterson University unless prior to the receipt of the bid or accompanying the bid, the bidder has submitted a statement setting forth the information solicited below.

1. State if you, or your employee (if known) are currently employed at William Paterson University.

Yes____ No

If so, please indicate name and position held at William Paterson University.

2. State if any shareholder who owns 10% or more of your stock, if a corporation or partner who holds 10% or more of an interest, if a partnership, is currently employed at William Paterson University.

Yes____ No

If so, please indicate name and position held at William Paterson University.

3. State if you, or any stockholder, who owns 15% or more of your stock, if a corporation, or any partner who owns 10% or more of an interest, if a partnership, as the case may be, has any relatives employed at the University.

Yes____ No

If yes, please indicate their names and the nature of the relationship (e.g., brother, cousin, parent or child).

By: _____
(Name of Contractor) (Address)

Subscribed and sworn to _____
(Type or print name of affiant along with signature)

Before me this _____ day of _____, 20 .

Notary Public of
My Commission Expires

VENDOR CONFIRMATION

William Paterson University
358 Hamburg Turnpike
Wayne, NJ 07470

Bid Title: _____
Date: _____

Gentlemen:

In compliance with your instructions we have completed and are returning to you the following documents:

- ___ Non-collusion affidavit
- ___ New Jersey Affirmative action compliance or Federal Letter of Approval
- ___ Stockholder or partnership disclosure requirement
- ___ Employee or relative disclosure requirements
- ___ Form CH51.1 R1/21/2009
- ___ Business Registration Certification (BRC)
- ___ Bid reply documents
- ___ Bid security

We have read and understand the specifications which are a part of this proposal.

It is our intent to furnish and deliver the materials as specified on or before (date)_____.

All of the documents enumerated above are attached hereto and are hereby a part thereof.

The Bidder hereby certifies that all of the figures, computations, and additions used in estimating the bid herein have been carefully checked and are accurate in all respects and no further claims shall be made as a basis for withdrawal of this bid after opening on these grounds.

Minimal quantities have been specified. The University reserves the right to purchase additional quantities at the bid price at any time up to (90) days. After the final delivery date specified.

Bid Security in the sum of \$ in the form of is submitted herewith in accordance with specifications.

This bid shall remain in effect and will not be withdrawn for any reason for a period of sixty (60) days from date specified for opening bids.

This is to confirm that the undersigned is a representative of the corporation bidding on this requirement and is legally authorized to obligate his firm to the terms and prices submitted for this request on the attached documents.

Name Printed _____

Signature _____

Title _____ Date _____