

SOUTH HUNTERDON RENEWABLE ENERGY COOPERATIVE

Request for Proposals for Consultant to Assist With Power Purchase Agreement (PPA) and Energy Audit

1. SCOPE OF SERVICES

The South Hunterdon Renewable Energy Co-operative (SHREC) is interested in retaining the professional services of a qualified firm and/or individual to assist with the development of 1) monitoring the PPA, 2) develop a plan with the PPA in regards to Interconnection 3) submission of the developed Interconnection plan, 4) Final implementation of the Interconnection Plan. This includes interconnection with JPM.

The interconnection plan and PJM interconnection application typically consist of:

- Conceptual single line diagram of the interconnection including facility main power circuit;
- Site plan showing major equipment locations and interconnection facilities relative to existing lines and/or substations;
- Listing of facility technical data such as transformer winding configurations and impedances, generator characteristics and ratings, and other basic equipment ratings and performance parameters

The firm/individual will also be required to explore Virtual Net Metering and Community Solar.

Assist the SHREC in evaluating the PPA proposals from the RFP already issued from a technical, economic and financial perspective. Prepare a draft recommendation report, discuss the report with the Co-Op, finalize the report and help the Co-Op award a contract to the most effective vendor. Finalize the contract award with the chosen vendor.

Oversee project development as the Co-Ops representative during project installation through the commencement of commercial operation to assure it's timely and efficient installation. This would include a project manager on-site one day per week (from contract signing to final commissioning).

2. PAYMENT FOR SERVICES

It is anticipated that fees associated with the PJM Process i.e. application fee and relative study costs will be borne by the Co-Op.

Fees will be paid from the qualified individual/firm who the SHREC contracts with directly to the Consultant. The SHREC will bear no out-of-pocket expenses outside of those directly related to submitting an application to JPM.

1. REQUIRED FORMS

The following is a list of forms that are required with the submission package. For your convenience, the following forms are enclosed:

1. Information for Professional Services for Shared Services Entities
2. Mandatory Equal Employment Opportunity Language
3. Business Registration Certificate
4. Americans With Disabilities Act of 1990
5. Standardized Submission Requirements & Selection Criteria
6. Checklist
7. Proposal Sheet
8. Non-Collusion Affidavit
9. Disclosure of Ownership Form
10. Insurance Requirements and Acknowledgement Form
11. Mandatory Equal Employment Opportunity Notice
12. Professional Service Entity Information Form
13. Submission Form
14. Acknowledgement of Corrections, Additions and Deletions Form

The following is a list of forms that are required with the submission package but are not included in this package:

1. Public Works Contractor Certification.
2. Certification of workforce composition, compensation and working conditions.
3. Bidder's certification of Authority, Veracity, Non collusion and non-debarment.
4. Disclosure of state political campaign contributions.

INFORMATION FOR PROFESSIONAL SERVICES FOR SHARED SERVICES ENTITIES

1B.1 RECEIPT AND OPENING OF SUBMISSIONS

1B.1.1 OWNER AND PROJECT

The City of Lambertville, Hunterdon County, New Jersey (hereinafter called the "CITY") invites submissions for the service(s) mentioned in the Public Notice for Solicitation. The CITY is the lead agency for the project in conjunction with the City of Lambertville (CITY) the Lambertville Public Elementary School, the Lambertville Free and Public Library, Lambertville Municipal Utilities Authority, West Amwell Township (TOWNSHIP), West Amwell Elementary School, and the South Hunterdon Regional High School also known as, (hereafter called) the South Hunterdon Renewable Energy Co-Op.

1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

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

1B.1.3 SUBMISSIONS NOT IN COMPLIANCE

The CITY and/or the South Hunterdon Renewable Energy Co-Op reserves the right to reject any and all proposals in accordance with the Local Public Contracts Law.

1B.1.4 WITHDRAWING SUBMISSIONS

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

1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

1B.2.1 INDIVIDUALS PERFORMING TASKS

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

1B.2.2 REFERENCES

References and record of success of same or similar service.

1B.2.3 DESCRIPTION OF ABILITIES

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

1B.2.4 COST DETAILS

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

1B.3 PREPARATION OF SUBMISSIONS

1B.3.1 COMPLETION OF SUBMISSIONS

Each submission must be signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. ***Each submission shall be contained in a sealed envelope addressed to the City of Lambertville, 18 York Street, Lambertville, New Jersey 08530 and said envelope shall specify "SHREC Request for Proposal for Consultant to Assist with Power Purchase Agreement and Energy Audit". The submissions is to be clearly marked "Sealed Submission Enclosed" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.***

The City and/or South Hunterdon Renewable Energy Co-Op will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

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

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

1B.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1B.4 TIME FOR AWARD OF CONTRACT

The contracting unit shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case no more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

The award of the Contract for this service will not be made unless the City's Chief Financial Officer has certified the necessary funds in a lawful manner.

1B.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The CITY, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the CITY will not know the final price(s) or term(s) until the sealed submission is opened.

1B.6 REJECTION OF SUBMISSIONS

1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED

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

1B.6.2 UNBALANCED SUBMISSIONS

Submissions, which are obviously unbalanced, may be rejected at the option of the CITY and/or South Hunterdon Renewable Energy Co-Op.

1B.6.3 RIGHT TO REJECT SUBMISSIONS

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

1B.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

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

1B.8 TRANSITIONAL PERIOD

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely

operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

1B.9 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION

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

1B.10 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

1B.11 GENERAL REQUIREMENTS/INFORMATION

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

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

CITY OF LAMBERTVILLE, South Hunterdon Renewable Energy Co-Op reserves the right to cancel any contract entered into upon thirty (30) days written notice.

Contract Term: Pursuant to N.J.S.A. 40A:11-3(b), ...”contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months”.

The terms for this solicitation will be negotiated and not to exceed 5 years, subject to funding.

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, affect ional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affect ional 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, affect ional 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, affect ional 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, affect ional 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, affect ional 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 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.**

BUSINESS REGISTRATION CERTIFICATE

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

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

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

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

Goods & Services Contracts (including purchase orders):

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

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and 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.

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

The contractor and the City of Lambertville and/or South Hunterdon Renewable Energy Co-Op (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. 5121 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.

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

The City of Lambertville, South Hunterdon Renewable Energy Co-Op are seeking sealed submissions in response to a Public Notice for the Solicitation of Professional Services for the feasibility study for the shared service of police services.

The standardized submission requirements shall include:

1. 1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience, including municipal experience, with projects similar to the services contained herein including their education, degrees and certifications.
2. 2. References and record of success of same or similar service.
3. 3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. 4. Cost details, including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of "not to exceed" amount.

The selection criteria to be used in awarding contracts shall include:

Proposals will be evaluated by the City of Lambertville on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. 1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation. Value of 20%
2. 2. Experience, references and reputation in the field. Knowledge of the City of Lambertville, South Hunterdon Renewable Energy Co-Op and the subject matter to be addressed under the contract. Value of 50%
3. 3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter. Availability to accommodate any required meetings. Value of 20%
4. 4. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities. Value of 5%
5. 5. Other factors if determined to be in the best interest of the City of Lambertville, South Hunterdon Renewable Energy Co-Op. Value of 5%

Please Note this Additional Requirement:

Professional services entities shall submit **one (1) original and nineteen (19) additional copy** of their sealed submission, by **Wednesday, September 15, 2010 by 2:00 p.m. prevailing time**. **It is recommended that six (6) copies of their submission should be on CD or DVD Rom.**

CHECKLIST

PROFESSIONAL SERVICE TITLE: _____

SUBMISSION DATE: No later than Wednesday, September 15, 2010, 2010 by 2:00 p.m. prevailing time.

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

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

Reminder

Please one (1) original and nineteen (19) additional copy of their sealed submission, by **Wednesday, September 15, 2010 by 2:00 p.m. prevailing time.** It is recommended that **six (6) copies** of their submission should be on **CD or DVD Rom.**

PROPOSAL SHEET

REQUEST FOR QUALIFICATIONS AND PROPOSAL

Request for Proposals for Renewable Energy Power Purchase Agreement (PPA)

Company Name: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

Please indicate the proposed lump sum: \$ _____

Please provide an hourly breakdown of each staff member that will work on the project. Please be as specific as possible. An example has been included, however, you may use your own clear and concise style. This information is required for submission.

Example breakdown 1:

Staff name and/or title	Task	Total Hours	Hourly Rate	Total Cost
President	Public Meeting	2	\$100	\$200
Coordinator	Write Report	10	\$20	\$200
Research	Research Crime Data	20	10	\$200

Schedule Attached:

Yes _____ No _____

(Check One)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF :

I, _____ of the _____ of _____

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

I am _____

of the firm of _____
the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the City of Lambertville relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

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 establish, commercial or selling agencies maintained by:

Name of Professional Service Entity

Subscribed and sworn to before me

this _____ day of _____, 20__

(Signature of Professional)

(Type or Print name of affiant and Title)

(Signature of Notary)

(Enter date Commission expires)

(SEAL)

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

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

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

PROFESSIONAL LIABILITY INSURANCE

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

Acknowledgement of Insurance Requirement:

_____ (Signature) _____ (Date)

_____ (Printed Name and Title)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the City of Lambertville, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

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

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

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

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

The successful professional service entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the City of Lambertville, and the gold *Vendor* copy is retained by the professional service entity.

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

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

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

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

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No. _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

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

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

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

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print):

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____

of the firm _____

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

(Signature)

(Type or Print name of affiant and Title, under signature)
