

**BOROUGH OF BOUND BROOK**  
**County of Somerset, State of New Jersey**  
**NOTICE OF REQUEST FOR QUALIFICATIONS**

The Borough of Bound Brook is soliciting **QUALIFICATIONS** through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq for the

**YEAR 2018**

One (1) sealed RFQ response shall be mailed to the attention of -  
Donna Marie Godleski, RMC Municipal Clerk by the

**Due date of October 6, 2017**

To 230 Hamilton Street Bound Brook, NJ 08805.

Responses will be opened and made available to the public for inspection after December 30, 2017.

Respondents shall comply with the requirements of P.L. 1975 c. 127 (N.J.S.A. 17:27 et seq.)

Include with your proposal:

- New Jersey Business Registration Certificate
- Fee Proposal (Retainer, where applicable and hourly rates)
- Proposed cap (maximum monthly fee)
- Affirmative Action Required Evidence

Municipal Attorney

Municipal Auditor

Municipal Bond Attorney

Municipal Engineer

Municipal Financial Advisor

Municipal Grant Writer

Municipal Judge

Municipal Prosecutor

Municipal Public Defender

Municipal Tax Appeal Attorney

Municipal Labor Attorney

Municipal Planning Board Attorney

Municipal Planning Board Engineer

Municipal Planning Board Planner

RFQ packets available for pick-up at the Office of the Municipal Clerk,

Municipal Building, 230 Hamilton Street, Bound Brook, NJ 08805

Monday-Friday -8:30 a.m. -4:30 p.m. Tuesday 8:30 a.m.-8 p.m.

Packets will be available on the website @ [www.boundbrook-nj.org](http://www.boundbrook-nj.org)

Attest: Donna Marie Godleski, RMC Municipal Clerk

**BOROUGH OF BOUND BROOK - REQUEST FOR QUALIFICATION  
MUNICIPAL ATTORNEY -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

**Request for Qualification will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered.**

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Borough of Bound Brook.**

**The evaluation will consider:**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, are suitable warranties and guarantees available?

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL ATTORNEY**

- A. Minimum of 5 years proven experience and knowledge in the field of municipal law generally, including but not limited to zoning and planning; affordable housing; public employment; organization and responsibilities in the Borough's form of government; laws applicable to municipalities, including Titles 40 and 40A of the New Jersey Statutes; municipal litigation; municipal ordinances; school budget appeals; Gross Receipts and Franchise Tax replacement revenues; sewer utility law; and Board of Health law;
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL AUDITOR -2018**

230 Hamilton Street

Bound Brook, NJ 08805 (732) 356-0833

**Request for Qualification will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered.**

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- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the quote:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other quotes;
- d. If available, are suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL AUDITOR**

A. 2018 Statutory Audit- Audit of Current Fund, Trust Fund, Capital Fund, General Fixed Account Assets Account Group and various other offices as prescribed by the Division of Local Government Services including Federal and State programs in accordance with the Single Audit Act of 1996, OMB Circular A-133 and State of New Jersey OMB Circular 04-04.

B. Assistance with the preparation of the 2018 Annual Financial Statement, 2018 Annual Debt Statement and assistance with the 2018 Annual Municipal Budget including preparation of the budget document and budget amendments, and if required, the attendance at any budget meetings or public hearings.

C. Audit of the financial activities of the Borough's Funds, Capital Funds.

D. Minimum of five years experience in providing these services to municipalities.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL BOND COUNSEL - 2018**

230 Hamilton Street

Bound Brook, NJ 08805 (732) 356-0833

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- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the quote:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other quotes;
- d. If available, suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**BOND COUNSEL**

- A. Prepare or review all bond ordinances adopted or to be adopted by the governing body.
- B. Assemble a certified record of proceedings to evidence the proper adoption of each bond ordinance in accordance with the provisions of the Local Bond Law and other applicable New Jersey Statutes.
- C. Prepare the necessary resolutions or other operative documents to set up all bond sales and submit to the Borough Attorney for review. Consult with the Auditor in connection with the appropriate maturity schedule for the bonds to be sold and will review the sections of the Official Statement pertaining to tax and security law matters and the description of the security for the bonds. By request of the Borough will arrange for the printing and the distribution of the Official Statement to those financial institutions that customarily submit bids for new issues of New Jersey municipal bonds of that type. Bond Counsel will arrange for the printing of the notice of sale and will answer any inquiries made by the investment community concerning the bond sale. Bond Counsel will attend the bond sale and will render legal advice as necessary concerning the submission of bids for the bonds in accordance with the notice of sale and the requirements of law. After the bond sale, bond counsel will prepare the bonds for

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**BOROUGH OF BOUND BROOK- REQUEST FOR QUALIFICATION**  
**MUNICIPAL BOND COUNSEL -2018**

execution, will prepare and see to the execution of the necessary closing certificates and will establish the time and the place for the delivery of the bonds to the successful bidder. Bond Counsel will attend the closing with the appropriate at which time the bonds will Be delivered, payment will be made for the bonds, and bond counsel will issue a final approving legal opinion with respect to the validity of the bonds.

D. Prepare any necessary resolutions to authorize the sale of bond anticipation notes or tax anticipation notes and submit them to the Borough Clerk. When the purchaser and the details of the notes have been determined, bond counsel will prepare the notes for execution and will prepare the appropriate closing certificates and an approving legal opinion with respect to the notes. Normally, it is not necessary for bond counsel to attend the closing for the notes. Unless requested otherwise, bond counsel will forward the notes, closing papers and approving legal opinion to the appropriate borough officer for execution and delivery.

E. Provide basic advice in regard to the effect of the federal arbitrage regulations on the issuance of bonds or bond anticipation notes and the investment of the proceeds thereof.

F. Provide basic advice in regard to compliance with Rue 15c2-12 of the Securities and Exchange Commission.

G. Bond Counsel shall have a minimum of five years experience as Municipal Bond Counsel.

**BOROUGH OF BOUND BROOK -REQUESTS FOR QUALIFICATIONS  
MUNICIPAL ENGINEER -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

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**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Borough of Bound Brook.**

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- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the quote:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other quotes;
- d. If available, are suitable warranties and guarantees available;

To this end the Borough is seeking quotes for the following:

**MUNICIPAL ENGINEER**

The services to be provided by the Engineer include those services required of a municipal engineer by Statute and Ordinance and any other services requested by the Municipality during the term of the Engineer's appointment and, subject to the authorization of the Planning Board and Zoning Board of Adjustment, may also include planning studies, review of subdivision and site plan proposals and other services for those bodies. These services include:

- A. Provide a licensed Civil Engineer with a minimum of five year's municipal experience in resolving technical as well as community inquires.
- B. Planning/Zoning Board Reviews and Administration, including attend preliminary meetings with applicants and citizens as requested, review development applications, attend planning board meetings to assist and advise the Board and assist in the negotiation of developer contribution for off-tract improvements. Review of applications and attendance at Planning and Zoning Boards will be largely if not entirely funded by escrow fees submitted by applicants before the respective boards. Engineer will suggest any necessary changes to existing Borough ordinances to accomplish this objective.
- C. Assist the municipality in implementation of Capital Construction Program, including preparation of plans and specifications for advertisement for bid as well as the contact administration and construction phase of the project. This will be undertaken on a project basis.
- D. Other services that may be requested by the municipality.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL FINANCIAL ADVISOR -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

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- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposal;
- d. If available, are suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL FINANCIAL ADVISOR**

- A. Minimum of 5 years proven experience and knowledge in the field;
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2017.

**BOROUGH OF BOUND BROOK -REQUEST FOR PROPOSALS  
MUNICIPAL TAX APPEAL COUNSEL -2018**

230 Hamilton Street

Bound Brook, NJ 08805 (732) 356-0833

Qualifications will be evaluated by the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered but not limited to the following:

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Planning Board of the Borough of Bound Brook.**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other quotes;
- d. If available, are suitable warranties and guarantees available;

To this end the Borough is seeking qualifications for the following:

**TAX APPEAL COUNSEL**

- A. Minimum of 5 years proven experience and knowledge in the field of Real Estate Tax;
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2018.



**BOROUGH OF BOUND BROOK - REQUEST FOR QUALIFICATION  
MUNICIPAL LABOR COUNSEL -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

**Request for Qualification will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered.**

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Borough of Bound Brook.**

**The evaluation will consider:**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, are suitable warranties and guarantees available?

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL LABOR COUNSEL**

- A. Minimum of five (5) years proven experience and knowledge in the field of Labor Law, Education Law and Municipal Law.
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL GRANT WRITER -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

**Request for Qualification will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered.**

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Borough of Bound Brook.**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposal;
- d. If available, are suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL FINANCIAL ADVISOR**

- A. Minimum of 5 years proven experience and knowledge in the field;
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL JUDGE – 2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

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- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, suitable warranties and guarantees available

To this end the Borough is seeking qualification for the following:

**MUNICIPAL COURT JUDGE**

Proposal will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Minimum of 5 years proven experience and knowledge in the field of municipal court law, practice and procedure.
2. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract.
3. Availability to accommodate any meetings as required by the Borough of Bound Brook.
4. Compensation schedule.
5. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL PROSECUTOR -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

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**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Borough of Bound Brook.**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposal;
- d. If available, are suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL PROSECUTOR**

- A. Minimum of 5 years proven experience and knowledge in the field of Municipal Court law, practice and procedure;
- B. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
- C. Availability to accommodate any meetings as required by the Borough of Bound Brook;
- D. Compensation schedule;
- E. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK-REQUEST FOR QUALIFICATION  
MUNICIPAL PUBLIC DEFENDER -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

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- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the quote:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposal;
- d. If available, are suitable warranties and guarantees available

To this end the Borough is seeking qualifications for the following:

**MUNICIPAL PUBLIC DEFENDER**

Qualifications will be evaluated by the Borough Council of the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Minimum of 5 years proven experience and knowledge in the field of municipal law.
2. Knowledge of the administrative structure of the Borough of Bound Brook and subject matter to be addressed under the contract;
3. Availability to accommodate any meets as required by the Borough of Bound Brook.
4. Compensation schedule;
5. Other factors that may reasonably impact the Borough of Bound Brook in 2018.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL PLANNING BOARD ATTORNEY -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

Qualifications will be evaluated by the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered but not limited to the following:

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Planning Board of the Borough of Bound Brook.**

- a. Experience and reputation in the field;
- b. Knowledge of the Planning Board and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Planning Board;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, suitable warranties and guarantees available

To this end the Borough seeks qualifications for the following:

**PLANNING BOARD ATTORNEY**

- A. Provide legal services for general litigation in defense of the Borough Planning Board and/or in any action where the Borough's insurance carrier has denied coverage for the Borough Planning Board.
- B. Provide monthly updates as to the status of litigation to the Borough Attorney.
- C. Provide a narrative statement of understanding of the Planning Board's needs and goals.
- D. Attend all necessary Planning Board meetings.
- E. Resumes of all partners and key employees
- F. A minimum of ten (10) years experience for providing these services and working with public agencies is required.

**BOROUGH OF BOUND BROOK -REQUEST FOR PROPOSALS  
MUNICIPAL PLANNING BOARD ENGINEER -2018**

230 Hamilton Street  
Bound Brook, NJ 08805 (732) 356-0833

Qualifications will be evaluated by the Borough of Bound Brook on the basis of the most advantageous, price and other factors considered but not limited to the following:

**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Planning Board of the Borough of Bound Brook.**

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- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other quotes;
- d. If available, are suitable warranties and guarantees available;

To this end the Borough is seeking qualifications for the following:

**PLANNING BOARD ENGINEER**

The provision of Planning Board engineering services, including engineering design review, Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other engineering services as needed.

- A. Minimum of ten (10) years experience as Board Engineer
- B. All applicable licenses to perform general engineering services in New Jersey
- C. Expertise in engineering design review of complex major site plans and subdivisions with respect to overall design, roadway layout, lot layout and circulation, drainage facilities and downstream impact, traffic impacts, off-tract improvements, Map Filing law, and compliance with Borough ordinances.

**BOROUGH OF BOUND BROOK -REQUEST FOR QUALIFICATION  
MUNICIPAL PLANNING BOARD PLANNER -2018**

230 Hamilton Street

Bound Brook, NJ 08805 (732) 356-0833

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**It should be noted that principal emphasis may be based on a personal interview with a Sub-committee of the Planning Board of the Borough of Bound Brook.**

**The evaluation will consider:**

- a. Experience and reputation in the field;
- b. Knowledge of the Borough and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Borough.

**In addition to the above criteria, the Borough may consider the following criteria, where applicable, in order to evaluate the qualification proposal:**

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, suitable warranties and guarantees available;

To this end the Borough is seeking qualifications for the following:

**PLANNING BOARD PLANNER**

The provision of Planning Board planning services including Municipal Land Use Law (MLUL) consulting services, surveying, environmental assessments, geotechnical, landscaping and other services as needed.

- a. Minimum of ten (10) years experience as Board Planner
- b. All applicable licenses to perform services in New Jersey



**REQUIRED EVIDENCE**  
**AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127**  
**(N.J.A.C. 17:27)**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent or Borough Clerk:

1. A letter from the U.S. Department of Labor that the contractor has An existing federally-approved or sanctioned Affirmative Action Program.

**OR**

2. A Certificate of Employee Information Report Approval.

**OR**

3. An Affirmative Action Employee Information Report (Form A.A. 302)

**OR**

4. All successful contractors must submit at signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request). **NO FIRM MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127.**

**The following questions must be answered by all bidders:**

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a photostatic copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a photo static copy of such certificate.

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT HE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 AND AGREES TO FURNISH THE REQUIRED DOCUMENTATION PURSUANT TO THE LAW.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**NOTE:** A CONTRACTOR MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, c. 127, WITHIN THE TIME FRAME.

**CERTIFICATION OF EXEMPTION FROM  
AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127  
(N.J.A.C. 17:27)**

I, \_\_\_\_\_, hereby certify that I have  
Please print name of Contractor.

less than four (4) employees, and I am hereby exempt from  
Affirmative

Action Regulations P.L. 1975, c. 127 (N.J.A.C. 17:27).

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE