CITY OF JERSEY CITY

REQUEST FOR QUALIFICATIONS:

General Civil Engineering Services

Term
May, 2009 through May, 2011

SUBMISSION DEADLINE
10:00 A.M., April 7, 2009

ADDRESS ALL QUALIFICATION STATEMENTS TO:

Peter Folgado,
Director of Purchasing
Department of Administration
1 Journal Square Plaza
Jersey City, NJ 07306
SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Qualifications
City of Jersey City
Department of Administration, Division of Engineering
City Hall
280 Grove Street
Jersey City, NJ 07302

1.2 Contact Person
Peter Folgado
Director of Purchasing
Department of Administration, Division of Purchasing
1 Journal Square Plaza
Jersey City, NJ 07306
(201) 547-5156
www.PeterF@JCNJ.Org

1.3 Procurement Process
The City of Jersey City is requesting Qualification Statements from qualified individuals to provide General Civil Engineering services. Qualification Statements will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). Using this RFQ the City intends to establish a pool of engineers who will be available to provide services as needed in connection with General Civil Engineering services. One or more individuals may be selected to provide services. If selected, the City will approve a resolution awarding a contract to a respondent based on an hourly rate and for a sum not to exceed an amount to be determined at the time of a contract award.

Qualifications will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). The governing body will approve a resolution awarding a contract to the consultant for a sum not to exceed a specified amount.

1.4 Contract Form
If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFQ with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.
1.5 Informational meeting
There will not be an informational meeting. However, it is highly recommended that prospective vendors obtain an overview of the project and ask any preliminary questions. All questions and answers will be provided as an addendum to this RFQ.

1.6 Submission deadline
Qualifications Statements must be submitted to, and be received by the City, via mail or hand delivery, by 10:00 a.m. prevailing time on April 7, 2009. Qualifications Statements will not be accepted by facsimile transmission or e-mail. Any and all Qualification Statements not received by the City by 10:00 a.m. prevailing time on April 7, 2009 will be rejected.

1.7 Opening of Qualifications Statements
Qualifications Statements shall be opened in public at 10:00 a.m. prevailing time on April 7, 2009 in Division of Purchasing, located at 1 Journal Square Plaza, 2nd Floor, Jersey City, NJ.

1.8 Definitions
The following definitions shall apply to and are used in this Request for Qualifications (RFQ):

"City" - refers to the City of Jersey City

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Statement of Qualifications.

“Qualification Statement” - refers to the complete responses to this RFQ submitted by respondents.

“Consultant” or “Consultants” - refers to the interested persons and/or firm(s) that submit a Statement of Qualifications.

“Vendor” or “Vendor” - refers to the interested persons and/or firm(s) that submit a Statement of Qualifications.
1.9 Submission address

All Qualifications Statements should be sent to:

Peter Folgado  
Director of Purchasing  
Department of Administration, Division of Purchasing  
1 Journal Square Plaza, 2nd Floor  
Jersey City, NJ 07306
SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose
The City is soliciting Qualification Statements from interested persons and/or firms for the provision of General Civil Engineering Services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the City).

The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

Using this RFQ the City intends to establish a pool of engineers who will be available to provide engineering services as needed during the qualification period, which will be for two (2) years from the date of evaluation and acceptance. One or more individual/firms may be selected to provide services.

2.2 Fair and Open Process
The selection of qualified respondents is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

2.3 Evaluation Committee
Qualification Statements will be reviewed and evaluated by a committee appointed by the City's Business Administrator. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the committee will determine which Respondents are qualified (professionally, administratively and financially).
2.4 **Addenda or Amendments to RFQ**
During the period provided for the preparation of responses to the RFQ, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

2.5 **Rights of City**
The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

2.6 **Cost of Qualification Statement Preparation**
Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in preparing and submitting a Qualification Statement or for participating in this procurement.

2.7 **Qualification Statement Format**
Qualification Statements must cover all information requested in this RFQ. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

2.8 **Communications regarding this RFQ**
All communications concerning this RFQ or the RFQ process shall be directed to the City’s Purchasing Agent, in writing.

2.9 **Other conditions applicable to RFQ**
Upon submission of a Qualification Statement in response to this RFQ, the Respondent
CITY OF JERSEY CITY, NJ  
DEPARTMENT: Administration  
DIVISION: Engineering  
PURPOSE: General Civil Engineering Services  
DUE DATE: 4/7/2009

acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute a Request for Proposals (RFP).
- This RFQ does not commit the City to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The City may request Respondents to send representatives to the City for interviews.

2.10 Additional requirements
Consultant is required to comply with requirements of P.L. 1975, c. 127, the Law Against Discrimination and with N.J.A.C 17:27-1.1 et seq, the Affirmative Action Rules.

A party responding to this RFQ must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in its qualification statement the name of the related organization and the relationship. If a party responding to this RFQ is a corporation it shall list the names of those stockholders holding 10% or more of the outstanding stock.

Section 8 of this document describes general terms and conditions. Section 9 of this document contains required administrative forms which must accompany all qualification statements. Exclusion of any required form is grounds for rejection of qualification statements.

2.11 Disposition of RFQ
Upon submission of a Qualification statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification statement:

- All Qualification Statements shall become the property of the City and will not be returned.
- All Qualification Statements will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

2.12 City Pay-to-Play Ordinance
On September 3, 2008 the City Council approved Ordinance 08-128, placing restriction on political contributions by vendors. The Ordinance is included in Appendix A.

SECTION 3: SCOPE OF SERVICES
CITY OF JERSEY CITY, NJ
REQUEST FOR QUALIFICATIONS

DEPARTMENT: Administration
DIVISION: Engineering
PURPOSE: General Civil Engineering Services
DUE DATE: 4/7/2009

It is the intent of the City to solicit Qualification Statements from Respondents that have expertise in the provision of professional services as described below and as set forth in the attached Notice of Solicitation for Responses. Respondents must demonstrate that they will have the continuing capabilities to perform these services.

CITY OF JERSEY CITY
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES

Engineering Services to be provided:

1. **Review by Governing Agencies and Permits**
   - Assist the City in the preparation of applications to obtain all permits that may be necessary for construction of the proposed improvements. As may be required, submit inspection reports, contract specifications and plans to governing agencies. Incorporate any comments as may be required to obtain necessary permits.

2. **Review of Bids**
   - Assist the City in obtaining public bids from qualified contractors. Prepare copies of contract documents as required for public bid. Attend bid opening and make recommendation to City regarding awarding of bids.

3. **Technical Documentation Preparation**
   - Preparation of studies, designs, plans and specifications for various projects related to the CITY OF JERSEY CITY.
   - Provide technical assistance as required

4. **Contract Administration and Observation**
   - To the extent provided by the contract documents, make decisions on all claims of the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the contract documents. Check and approve schedules, shop drawings and other submissions for conformance with concept of the Project and for compliance with the information given by the contract documents. Prepare change orders involving deletions or additions to the contract scope of work.
   - Prepare contract observation reports based on daily activity to document the progress of the work. The Consultant shall not be responsible for
continuous or exhaustive inspection of the work or the Contractor's failure to carry out construction work in accordance with the contract documents, but shall notify the City in writing of any failure of which the Consultant is aware. The Consultant shall inform the City of the progress of the work, endeavor to guard the City against defects and deficiencies in the Contractor's work, and may condemn work as failing to conform to the contract documents.

- Based on observation, review and make recommendations regarding Contractor's applications for payment. Certification of application for payment will constitute a representation to the City that work, in the Consultant's opinion has progressed to the point indicated.
- The Consultant will conduct contract observation to determine the dates of substantial and final completion and review and process all final documentation for project close out for final payment and release of all retainages.
- Review technical documents, manuals and other materials referred by CITY OF JERSEY CITY.
- Conduct field visits and prepare reports as requested.
- Attend meetings with CITY OF JERSEY CITY, NJDEP and other agencies as requested.
- Provide technical assistance as required

Engineering projects to include, but are not limited to:

1. **GENERAL CIVIL ENGINEERING SERVICES**

   a. Engineering and design of city-wide public works projects
   b. Construction inspection and testing
   c. Roadway improvements
   d. Utility improvements (water, sewer and combined sewer outfalls and related structures)
   e. Surveying
   f. Environmental assessment and testing
   g. Site Plan reviews
   h. Construction management
   i. Traffic and transportation engineering
   j. Infrastructure planning, engineering and design for improvement
   k. Photogrammetry, drafting, CADD, GIS and Mapping
   l. Feasibility studies
   m. Management, productivity and engineering economic analysis
n. Structural engineering

2. **PERMITTING**
   - Department of Environmental Protection
   - Army Corps of Engineers
   - Coastal Permits
   - Waterfront Development Permits
   - Utility Crossings
   - State Department of Transportation, including railroad

3. **FEDERAL AND STATE GRANTS FOR**
   - Transportation projects
   - Water related projects
   - Drainage improvement projects
   - Environmental clean-up
   - Traffic signals
Interpretation of RFQ:

All questions regarding the RFQ should be directed to the City's Director of Purchasing, Peter Folgado (201) 547-5156 between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. Six (6) copies of the qualification statements must be submitted at the time and place specified in this RFQ to:

    Peter Folgado, Director of Purchasing
    City of Jersey City of Jersey City
    1 Journal Square Plaza
    Jersey City, New Jersey  07306
SECTION 4: SUBMISSION REQUIREMENTS

4.1 General Requirements
The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this RFQ and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

4.2 Administrative Information Requirements
The Respondent shall, as part of its Qualification Statement, provide the following information:

a. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.

b. An executed Letter of Qualification. (Sample letter in Section 7).

c. Name, address, and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.

d. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.

1. Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm. (Sample form in Section 7).

2. If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents’ approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
3. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (d) above for each member of the partnership, joint venture or similar organization.

4. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. (Sample forms in Section 7)

e. The number of years Respondent has been in business under the present name.

f. The number of years Respondent has been under the current management.

g. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

h. Whether the Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

i. Confirm appropriate federal and state licenses to perform activities.

j. An executed letter of intent. (Sample letter in Section 7).

4.3 Professional Information Requirements

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

1. Description and scope of work by Respondent.

2. Name, address and contact information of references.

3. Explanation of perceived relevance of the experience to the RFQ.

b. Brief description of Respondent’s relevant clients including municipal government clients during the last three (3) years.

c. Resumes of key employees.

d. Names and resumes of staff who will be permanently assigned to provide services to the City if the City awards a contract to Respondent.
e. A narrative statement of the Respondent’s understanding of the City’s needs and goals. This narrative should also describe the Respondent’s proposed project plan.

f. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, “immediate relative” means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.

g. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed.

h. Respondents must demonstrate a proven record of advisory services to municipalities and/or other public sector entities of similar size and complexity to Jersey City.

i. In accordance with the Public Works Contractor Registration Act (PWCRA), contractors interested in bidding on or engaging in any contract for public work that is subject to the provisions of the Prevailing Wage Act are also required to register with the New Jersey Department of Labor. Effective August 16, 2003, bidders must be registered with the Department of Labor, Wage & Hour Compliance, in accordance with N.J.S.A. 34:11-56.48 et seq., at the time of bid for 100% State funded projects and by the time of contract execution for Federally aided projects. Failure to have valid, current registration at the time required shall cause rejection of the bid. Bidders should include proof of valid, current registration in their bid envelope. For 100% State funded projects, no bidder shall list a subcontractor in a bid proposal for a contract unless the subcontractor is registered at the time the bid is made.

Subcontractors (including lower tier subcontractors, must be registered with the Dept. Of Labor, Wage & Hour Compliance, in accordance with N.J.S.A. 34:11-56.48 et seq., prior to performing any work on City contracts. The City will not consent to any proposed subcontracting, and subcontractors will not be permitted to perform any work under City Contracts, unless the required proof of the subcontractor’s registration is first provided. Contractors should ensure full compliance with the PWCRA registration requirements by their subcontractors.
Registration forms, copies of the Act and other relevant information can be obtained by contacting the Department of Labor's Division of Wage & Hour Compliance, Contractor Registration Unit by telephone at (609) 292-9564, or through their web-site at http://www.state.nj.us/labor/lsse/lspubcon.html.

j. Respondents must be registered with the New Jersey Division of Consumer Affairs as a Professional Engineering firm in accordance with N.J.A.C. 13:40-2.5.

4.4 Submission of Qualification Statements
Respondents must submit an original and five (5) copies of their Qualification Statement to the Designated Contact Person.

Qualification Statements must be received by the City no later than 10:00 a.m. prevailing time on April 7, 2009, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (PDF only) on CD. Please note that the City will not be responsible for CDs or softcopy files which cannot be read, and that this may be grounds for rejection.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

4.5 Number of copies
Respondents must provide one signed original and at least 5 copies of their Qualification Statement of which 1 must be unbound (for photocopying purposes).

4.6 Qualification statement media
Qualification statements forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (PDF preferred) on CD.

Please note that the City will not be responsible for CDs or softcopy files which cannot be opened, and that this may be grounds for rejection.

4.7 Qualification statement format
To facilitate a timely and comprehensive evaluation of all submitted Qualification
Statements, it is essential that all Vendors adhere to the required response format. The City of Jersey City requires a standard format for all Qualification Statements submitted to ensure that clear, concise and complete statements are available from each Vendor in response to requirements. The required format is detailed in Section 3.

The City of Jersey City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a Qualification Statement contains conflicting information, the City of Jersey City at its option may either request clarification or may consider the information unresponsive.

4.8 Qualification Statement length
The exact presentation and layout format of Qualification Statements is up to the discretion of the Vendor; however a maximum length of 20 pages is strongly suggested.

4.9 Submission deadline
Qualification Statements must be received by the City no later than 10:00 a.m. prevailing time on April 7, 2009, and must be mailed or hand-delivered.
SECTION 5: EVALUATION

The City's objective in soliciting Qualification Statements is to enable it to select Respondents that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Qualification Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ.

5.1 Evaluation criteria
Qualification statements will be evaluated by the City on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of NJ municipal operations; and
3. Price Proposal; and
4. Availability to accommodate the required meetings of the City; and
5. Other factors demonstrated to be in the best interest of the City.

5.2 Selection of qualified vendor(s)
Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ.

Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to:

1. Not select any of the Qualification Statements;
2. Award a contract for the requested services at any time within the qualification period. Every Qualification Statement should be valid through this time period.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.
SECTION 6: GENERAL TERMS AND CONDITIONS

The following are general terms and conditions which may or may not be explained elsewhere in this RFQ.

6.1 City’s right to reject
The City reserves the right to reject any or all Qualification Statements, if necessary, or to waive any informalities in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification Statement should it be deemed in the best interest of the City.

6.2 Original/Authorized signatures
Each Qualification Statement and all required forms must be signed in ink by a person authorized to do so.

6.3 Delivery of Qualification Statements
Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification Statements unopened. Qualification statements will not be accepted by facsimile or e-mail.

6.4 Equal Employment Opportunity and Affirmative Action requirements
Consultants are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/contractors 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:

a. A photo copy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action programs (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. 17:27-4; or

c. A photocopy 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 consultant’s attention is also called to Section 9 of this document which contains the required information and forms. For information on AA/EEO requirements and forms, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer, Department of Administration, Office of Equal Opportunity/Affirmative Action, 280 Grove Street, Room-103
Jersey City NJ 07302

Tel. #201-547-4533
Fax# 201-547-5088
E-mail Address: abuanJ@jcnj.org

6.5 Business Registration Certificate
P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

Consultants are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury.

For more information on obtaining a BRC, see Section 7.

6.6 Clarification of RFQ
Should any difference arise between the contracting parties as to the meaning or intent of these instructions, the City’s Business Administrator’s decision shall be final and conclusive.

6.7 Indemnification
The Vendor, if awarded the contract, agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnity and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents.
6.8 Insurance requirements
The Consultant shall maintain sufficient insurance to protect against all claims under Workmen’s Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

- Comprehensive General Liability in the amount of $2,000,000
- Workers Compensation in the statutory amount of $100,000
- Automobile Liability in the amount of $1,000,000
- Professional Liability in the amount of $1,000,000

6.9 Termination
Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 30 days written notice to the other party, regardless, the City reserves the right to cancel the contract by providing 30 days written notice to the consultant.
SECTION 7: REQUIRED ADMINISTRATIVE FORMS

Please place the checklist and the required forms which follow at the front of your Qualification Statement to facilitate the City's review.

CITY OF JERSEY CITY

PROJECT: General Civil Engineering Services, 2009-2011.

RESPONDENT: ________________________________________

RESPONDENT'S CHECKLIST

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<th>Item</th>
<th>Respondent Initials</th>
<th>Administration Review</th>
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<td>A. Letter of Qualification</td>
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<td>B. Non-Collusion Affidavit properly notarized</td>
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<td>C. Public Disclosure Statement</td>
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<td>D. Mandatory Affirmative Action Language</td>
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<td>E. Americans with Disabilities Act</td>
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<td>F. MWBE Questionnaire</td>
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<td>G. Affirmative Action Compliance Notice</td>
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<td>H. Employee Information Report</td>
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<td>I. Business Registration Certificate</td>
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<td>J. Letter of intent</td>
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<td>K. Original signature(s) on all required forms.</td>
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<td>L. Public Works Contractor Registration</td>
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<td>M. NJDCA Engineering Firm Registration</td>
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<td>O. Ordinance 08-128 Vendor Affirmation &amp; Signature</td>
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LETTER OF QUALIFICATION

Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter.

[insert date]
Attn: [contact person]  [title]  [Department]  [address]
Jersey City, NJ 0730x

Dear [contact]:
The undersigned have reviewed the Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Jersey City (City), dated [insert date], in connection with the City's need for [services].

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

_______________________________ _________ _____________________
(Signature of Chief Executive Officer) (Signature of Chief Financial Officer)

_______________________________ _________ _____________________
(Typed Name and Title) (Typed Name and Title)

_______________________________ _________ _____________________
(Typed Name of Firm)*  (Typed Name of Firm)*

Dated  Dated

*If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Qualification.
NON COLLUSION AFFIDAVIT
STATE OF NEW JERSEY
CITY OF JERSEY CITY ss:

I certify that I am _________________________________________________________

of the firm ______________________________________________________________

the vendor submitting the Qualification Statement for the above named project, and that I
executed the said qualification statement with full authority so to do; that said
Respondent 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
Qualification Statement and in this affidavit are true and correct, and made with full
knowledge that the City of Jersey City relies upon the truth of the statements contained
in said Qualification Statement 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 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 (N.J.S.A.52: 34-25).

(Signature of respondent)____________________________________________________

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY ___________________________OF 20_________

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH
THIS QUALIFICATION STATEMENT).
Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

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<tr>
<th>Name</th>
<th>Address</th>
<th>% owned</th>
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</table>

SIGNATURE:  
____________________________________________________________

TITLE:  
___________________________________________________________

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS DAY ___________________________ OF 20_________

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: 20_____  

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS QUALIFICATION STATEMENT).
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)
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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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.
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27 (continued)

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 or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
The undersigned vendor certifies that he/she received, read, and is aware of the commitment to comply with:

N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts (Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and 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.

Representative's Name/Title (Print):________________________________________

Representative's Signature:__________________________________________________

Name of Company:___________________________________________________________

Tel. No.:________________Date:____________
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the __________________ of ________________________, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americas With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract.

In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation.

The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Representative’s Name/Title

Print):_____________________________________________________

Representative’s Signature:
___________________________________________________________

Name of Company:
___________________________________________________________

Tel. No.:______________________ Date: ______________________
MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)
Questionnaire for Bidders
Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your qualification statement.

Business Name: ______________________________________________

Address: ____________________________________________________

Telephone No.: _______________________________________________

Contact Name: ________________________________________________

Please check applicable category:

_____ Minority Owned   _____ Minority & Woman Owned

_____ Woman Owned   _____ Neither

Definition of Minority Business Enterprise
Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise
Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

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.

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 Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy 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. 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 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: ___________________________________ DATE: ______________

PRINT
NAME: _____________________________ TITLE: __________________________.
AFFIRMATIVE ACTION COMPLIANCE (SAMPLE DOCUMENTS)
Vendor must submit one of the following 3 documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (submitted to NJ State Dept of Treasury)
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor has complied with the Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq., and the State Treasurer has approved void report. This approval will remain in effect for the period of ___________.

VOID

State Treasurer
INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT
(FORM AA302)

IMPORTANT:
Read the following instructions carefully before completing the form. Print or type all
information. Failure to properly complete the entire form may delay issuance of your
certificate.
If you have a current certificate of employee information report, do not complete
this form. Send copy of current certificate to the public agency. Do not complete
this form for construction contract awards.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue
Service, or if a Federal Employer Identification Number has been applied for, or if your
business is such that you have not or will not receive a Federal Employer Identification
Number, enter the Social Security Number of the owner or of one partner, in the case of
a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in
more than one type of business check the predominate one. If you are a manufacturer
deriving more than 50% of your receipts from your own retail outlets, check “Retail”.

ITEM 3 - Enter the total “number” of employees in the entire company, including part-
time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one
company name, enter the predominant one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip
Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County,
State and Zip Code. If there is none, so indicate by entering “None” or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. “Single-
establishment Employer” shall include an employer whose business is conducted at only
one physical location. “Multi-establishment Employer” shall include an employer whose
business is conducted at more than one location.

ITEM 8 - If “Multi-establishment” was entered in item 8, enter the number of
establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the
contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City,
County, State and Zip Code.
ITEM 11 - Enter the appropriate figures on all lines and in all columns.

THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT.
DO NOT list the same employee in more than one job category.

DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block “Yes”.

ITEM 15 - If the answer to Item 15 is “No”, enter the date when the last Employee Information Report was submitted by this company.
ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

The vendor is to complete the employee information report form (AA302) and retain copy for the vendor's own files. The vendor is to submit a copy to the public agency awarding the contract and forward a copy to:

NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209 Telephone No. (609) 292-5475


Note that the sample form shown on the following page is for illustrative purposes only and should not be submitted. Use the state website links above to obtain the actual form.

If you have any questions on AA/EEO forms and/or requirements, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer, Department of Administration, Office of Equal Opportunity/Affirmative Action, 280 Grove Street Room-103
Jersey City NJ 07302

Tel. #201-547- 4533
Fax# 201-547-5088
E-mail Address: abuanJ@jcnj.org
**STATE OF NEW JERSEY**
Division of Contract Compliance & Equal Employment Opportunity

**EMPLOYEE INFORMATION REPORT**

For instructions on completing the form, go to: [http://www.state.nj.us/ebusiness/contract.compliance/pdf/ea302-mn.pdf](http://www.state.nj.us/ebusiness/contract.compliance/pdf/ea302-mn.pdf)

---

**SECTION A - COMPANY IDENTIFICATION**

1. FID NO. mixer.
2. SIZE: #1 MFG. #2 RETAIL. #3 WHOLESALE.
3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME:
5. STREET
6. ZIP CODE
7. CITY
8. COUNTY
9. STATE
10. ZIP CODE

**SECTION B - AFFILIATED COMPANY (IF NONE, SO INDICATE)**

1. STREET
2. ZIP CODE
3. CITY
4. COUNTY
5. STATE
6. ZIP CODE

---

**SECTION C - EMPLOYMENT DATA**

11. REPORT all permanent, temporary, and part-time employees ON YOUR OWN PAYROLL. Leave the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter zero (0) in all appropriate columns in column 1. 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

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**JOB CATEGORIES**

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<th>PERMANENT/FEMALE</th>
<th>FEMALE</th>
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<td>MISC. MANAGERS</td>
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<tr>
<td>PROFESSIONALS</td>
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<tr>
<td>“OTHER”</td>
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</tr>
</tbody>
</table>

- **TOTAL:**
- **TOTAL:**

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**EMPLOYMENT INFORMATION**

- **Full-Time Employees:**
- **Part-Time:**
- **Total Employees:**

---

**SIGNATURE AND IDENTIFICATION**

15. **NAME OF PERSON COMPLETING FORM:**
16. **SIGNATURE:**
17. **DATE:**
18. **ADDRESS:**
19. **CITY:**
20. **COUNTY:**
21. **STATE:**
22. **ZIP CODE:**
23. **PHONE:**
24. **EXTENSION:**

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BUSINESS REGISTRATION LANGUAGE AND SAMPLE BRC
Refer to http://www.state.nj.us/treasury/revenue/busregcert.htm
MANDATORY BUSINESS REGISTRATION LANGUAGE
Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”
The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.
Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g) (3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration copy not properly provided under a contract with a contracting agency.”
LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter.

[insert date]
Attn: [contact person]
[title]
[Department]
[address]
Jersey City, NJ 0730x

Dear [contact]:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Jersey City (City), dated [insert date], in connection with the City's need for [services].

**Name of Respondent** HEREBY STATES

1. The Qualification Statement contains accurate, factual and complete information.

2. **Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City’s procurement schedule.**

3. **Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any Qualifications Statement prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.**

4. **Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.**

5. **(Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.**

6. **Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.**
7. **Name of Respondent** acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

________________________________________
(Signature of Chief Executive Officer)

________________________________________
(Typed Name and Title)

________________________________________
(Typed Name of Firm)*

Dated

*If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Intent.
CERTIFICATION OF COMPLIANCE WITH THE CITY OF JERSEY CITY CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE 08-128 ADOPTED ON SEPTEMBER 3, 2008

PART I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____________________________ (name of business entity) has not made any reportable contributions in the **one-year period preceding ________________________(date City Council awards contract) that would be deemed to be violations of Section One of the City of Jersey City’s Contractor Pay-to-Play Reform Ordinance 08-128 (attached hereto) and that would bar the award of this contract. I further certify that during the term of the contract ________________________ (name of business entity) will not make any reportable contributions in violation of Ordinance 08-128.

PART II - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: ________________________________

Signed ___________________________ Title: ________________________________

Print Name ___________________________ Date: ________________________________

Subscribed and sworn before me ____________________________________________________________________________

My Commission expires: ____________________________________________________________________________

(Print name & title of affiant) (Corporate Seal)

**Pursuant to Section 2 of Ordinance 08-128, no contributions or solicitation of contributions made prior to the effective date Ordinance 08-128 (September 23, 2008) shall be deemed to be a violation of the Ordinance.
ORDINANCE
OF
JERSEY CITY, N.J.

COUNCIL AS A WHOLE
offered and moved adoption of the following ordinance:

CITY ORDINANCE 08-128

TITLE:
An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (Contractor Pay-to-Play Reform Ordinance)

The Municipal Council of the City of Jersey City does hereby ordain:

WHEREAS, large political contributions from those seeking or performing contracts with a municipality raise reasonable concerns on the part of taxpayers and residents as to their trust in government and its business practices; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, a municipality is authorized to adopt such ordinances, regulations, rules and by-laws as necessary and proper for good government, as well as the public health, safety and welfare; and

WHEREAS, pursuant to P.L.2005, c.271 (codified at N.J.S.A. 40A:11-51) a municipality is authorized to adopt, by ordinance, measures limiting the awarding of public contracts to business entities that have made political contributions, and limiting the contributions that the recipient of such a contract can make during the term of a contract; and

WHEREAS, in the interest of good government, the people and the government of the City of Jersey City desire to establish a policy that will avoid the perception of improper influence in public contracting and local elections;

NOW, THEREFORE, BE IT RESOLVED, it shall be the policy of the City of Jersey City to create such a regulation which states that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City; and

BE IT ORDAINED by the City of Jersey City, in the County of Hudson, and State of New Jersey, as follows:

DEFINITIONS

As used in this ordinance:

(a) "Campaign Committee" means (i) every candidate for City of Jersey City elective municipal office; (ii) every candidate committee established by or for the benefit of a candidate for City of Jersey City elective municipal office; (iii) every joint candidate committee established in whole or in part by or for the benefit of a candidate for City of Jersey City elective municipal office; (iv) every political party committee of the City of Jersey City; (v) every political party committee of the County of Hudson; and (vi) every political committee, continuing political committee, or other form of association or organization that regularly engages in the support of candidates for the City of Jersey City municipal or Hudson county elective offices or City of Jersey City municipal or Hudson county political parties or political party committees. The terms in the foregoing paragraph have the meaning prescribed in N.J.A.C. 19:25-1.7,
An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

(b) "Contribution" has the meaning prescribed in N.J.A.C. 19:25-1.7. By way of illustration, and not limitation, this definition includes pledges, loans, and in-kind contributions.

(c) A "contract for professional or extraordinary services" means all contracts for "professional services" and "extraordinary unspecifiable services" as such term is used in N.J.S.A. 40A:11-5

(d) For purposes of this Ordinance, "a Business Entity" whose contributions are regulated by this ordinance means: (i) an individual including the individual's spouse, and any child/children; (ii) a firm; corporation; professional corporation; partnership; limited liability company; organization; association; and any other manner and kind of business entity; (iii) any person who owns 10% or more of the equity or ownership or income interests in a person or entity as defined in sections (i) and (ii) above and their spouses and child/children; (iv) all partners or officers of such an entity, in the aggregate, and their spouses and child/children; (v) any person, subcontractor, subsidiary, corporation, firm, partnership, limited liability company, organization or association who has received or indefeasibly acquired the right to receive, from a person described in subparagraph (i) above, more than $100,000.00 in compensation or income of any kind (including, by way of illustration, and not limitation: wages, salaries, sums paid to independent contractors, benefits, dividends, profit-sharing, pension contributions, deferred contributions, stock, stock options or gifts), in any twelve (12) month period prior to the award of, or during the term of, a contract subject to this ordinance; and (vi) all persons who are an "affiliate" of a Business Entity as defined in sections (i), (ii) and (v) above, as such term is used in 11 U.S.C. 101(2).

SECTION 1 - PROHIBITION ON AWARDING PUBLIC CONTRACTS TO CERTAIN CONTRIBUTORS

(e) To the extent that it is not inconsistent with state or federal law, the City of Jersey City and any of its departments, instrumentalities or purchasing agents shall not enter into any agreement or otherwise contract to procure "professional services" as such term is defined at N.J.S.A. 40A:11-2(6) and used at N.J.S.A. 40A:11-5(1)(a)(i) and/or banking, insurance or other consulting service (hereinafter "Professional Services"), nor "extraordinary unspecifiable services" as such term is defined at N.J.S.A. 40A:11-2(7) and used at N.J.S.A. 40A:11-5(1)(a)(ii) and/or media, public relations, lobbying, parking garage management or other consulting and/or management service (hereinafter "Extraordinary Unspecified Services") from any Business Entity if such Business Entity has solicited or made any Contribution to (i) a candidate, candidate committee or joint candidates committee of any candidate for elective municipal office in Jersey City or a holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Jersey City or Hudson County political committee or political party committee, or (iii) to any continuing political committee or political action committee that regularly engages in the support of Jersey City municipal or Hudson County elections and/or Jersey City municipal or Hudson County candidates, candidate committees, joint candidate committees, political committees, political parties, political party committees, (hereinafter "PAC"), in excess of the thresholds specified in subsection (c) within one calendar year immediately preceding the date of the contract or agreement.

(f) No Business Entity who submits a proposal for, enters into negotiations for, or agrees to any contract or agreement with the City of Jersey City or any of its departments or instrumentalities, for the rendition of Professional Services or Extraordinary Unspecified Services shall knowingly solicit or make any Contribution, to (i) a candidate, candidate committee or joint candidates committee of any candidate for elective municipal office in Jersey City, or a holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Jersey City or Hudson County political committee or political party committee, or (iii) any PAC between the time of first communication between that Business Entity and the municipality regarding a specific agreement for Professional Services or Extraordinary Unspecified Services, and the later of the termination of negotiations or rejection of any proposal, or the completion of the performance or specified time period of that contract or agreement.

(g) The monetary thresholds of this Ordinance are: (i) a maximum of $300 per calendar year each for any purpose to any candidate or candidate committee for mayor or governing body, or $500 per calendar year to any joint candidates committee for mayor or governing body, or $300 per calendar year to a political committee or political party committee of the City of Jersey City; (ii) $500 maximum per calendar year to a Hudson County political committee or political party committee; and (iii) $500 maximum per calendar year to any PAC. However, for each Business Entity party to a contract for Professional or Extraordinary Unspecified Services as defined in subparagraph (a), or engaged in negotiations for a contract defined in subparagraph (a), when such Business Entity's Contribution is aggregated with all "persons" defined in subparagraph (d)
An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

of “Definitions” above, by virtue of their affiliation to that Business Entity party, a maximum of $2,500 to all City of Jersey City candidates, candidate committees, joint candidate committees, and holders of public office having ultimate responsibility for the award of a contract, all City of Jersey City or Hudson County political committees and political party committees as described herein combined, without violating subsection (a) of this section.

(h) For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be (i) the City of Jersey City Mayor or Governing body, if the contract requires approval or appropriation from the Mayor or Governing body, or (ii) the Mayor of the City of Jersey City, if the contract requires approval of the Mayor, or if a public officer who is responsible for the award of a contract is appointed by the Mayor.

(i) Rules regarding subcontractors. No person may be awarded a subcontract to perform under a contract subject to this Ordinance, if the subcontractor would be disqualified by paragraph (a) from receiving the contract at the time that the subcontract is awarded. Nor may any person who would be disqualified by paragraph (a) from receiving the contract perform substantially all of obligations described in a contract for professional or extraordinary services that is subject to this ordinance.

SECTION 2 - CONTRIBUTIONS MADE PRIOR TO THE EFFECTIVE DATE

No Contribution or solicitation of contributions made prior to the effective date of this Ordinance shall be deemed to give rise to a violation of this Ordinance.

SECTION 3 - CONTRACT RENEWAL

No contract subject to this ordinance may be renewed, extended, or materially modified unless the resulting renewal, extension, or modification would be allowable under the provisions of this ordinance if it were an initial contract.

SECTION 4 - CONTRIBUTION STATEMENT BY BUSINESS ENTITY

(j) Prior to awarding any contract or agreement to procure Professional Services or Extraordinary Unspecified Services from any Business Entity, the City of Jersey City or its purchasing agents and departments, as the case may be, shall receive a sworn statement from said Business Entity which is the intended recipient of said contract that he/she/it has not made a Contribution in violation of Section 1 of this Ordinance. The City of Jersey City, its purchasing agents and departments shall be responsible for informing the City Council that the aforementioned sworn statement has been received and that the Business Entity is not in violation of this ordinance, prior to awarding the contract or agreement.

(k) A Business Entity shall have a continuing duty to report to the City of Jersey City any Contributions that constitute a violation of this act that are made during the negotiation, proposal process or the duration of a contract. The City of Jersey City, its purchasing agents and departments shall be responsible for informing the governing body within ten (10) business days after receipt of said report from the Business Entity, or at the next City Council meeting following receipt of said report from the Business Entity, or whichever comes first.

(l) The certification required under this subsection shall be made prior to entry into the contract or agreement with the City of Jersey City, or prior to the provision of services or goods, as the case may be, and shall be in addition to any other certifications that may be required by any other provision of law.

SECTION 5 - RETURN OF EXCESS CONTRIBUTIONS

A Business Entity that is a party to a contract for Professional Services or Extraordinary Unspecified Services may cure a violation of Section 1 of this Ordinance, if, within 30 days after the date on which the applicable ELEC report is published, said Business Entity notifies the municipality in writing and seeks and receives reimbursement of the Contribution from the recipient of such Contribution.

SECTION 6 - EXEMPTIONS

The contributions limitations prior to entering into a contract in Section 1(a) do not apply to contracts which (i) are awarded to the lowest responsible bidder after public advertising for bids and bidding therefor within the meaning of N.J.S.A. 40A:11-4, or (ii) are awarded in the case of emergency under N.J.S.A. 40A:11-6. There is no exemption for contracts awarded pursuant to a "Fair and Open Process" under N.J.S.A. 19:44A-20 et seq.
SECTION 7 - PENALTY

(n) It shall be a material breach of the terms of a City of Jersey City agreement or contract for Professional Services or Extraordinary Unspecified Services when a Business Entity that is a party to such agreement or contract has: (i) made or solicited a Contribution in violation of this Ordinance; (ii) knowingly concealed or misrepresented a Contribution given or received; (iii) made or solicited Contributions through intermediaries for the purpose of concealing or misrepresenting the source of the Contribution; (iv) made or solicited any Contribution on the condition or with the agreement that it will be re-contributed to a candidate, candidate committee or joint candidates committee or any candidate for elective municipal office in Jersey City, or a holder of public office having ultimate responsibility for the award of a contract, or any Jersey City or Hudson County political committee or political party committee, or any PAC; (v) engaged or employed a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make contributions to the Business Entity; or (vi) funded contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engaged in any exchange of Contributions to circumvent the intent of this Ordinance; or (viii) directly or indirectly, through or by any other person or means, done any act which if done directly would subject that entity to the restrictions of this Ordinance.

Furthermore, any Business Entity that violates Section 7 (a) (i-xii) shall be disqualified from eligibility for future City of Jersey City contracts for a period of four (4) calendar years from the date of the violation.

(o) Any person who knowingly, purposely, or recklessly violates any provision of this ordinance, or who conspires with another person to violate any provision of this ordinance, or who, with the purpose of promoting or facilitating a violation of this ordinance, solicits another person to commit it, or aids or agrees, or attempts to aid another person in planning or committing it, shall be subject to punishment including fines and/or imprisonment as fixed by law for violations of the ordinances of the City of Jersey City.

SECTION 8 - CITIZENS PRIVATE RIGHT OF ACTION

In addition to any rights that were heretofore available, or which may hereafter be available, to citizens, taxpayers, or associations, to challenge violations of this ordinance, every person aggrieved by a violation of the ordinance, or any taxpayer or resident of the City of Jersey City has the right, consistent with the Rules of Court, to file charges in a court of competent jurisdiction, and/or to pursue a civil action for a violation of this ordinance in a court of competent jurisdiction, and to seek and obtain declaratory, injunctive, or other legal or equitable relief, including but not limited to, attorneys fees and costs, arising from or related to a violation of this ordinance.

SECTION 9 - SEVERABILITY

If any provision of this Ordinance, or the application of any such provision to any person or circumstances, shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and to this extent the provisions of this Ordinance are severable. The drafters of this Ordinance, the persons signing the petition in support of this Ordinance, and the persons who cast votes in favor of the Ordinance, declare that they would have supported the Ordinance and each section, subsection, sentence, clause, phrase, or provision or application thereof, irrespective of the fact that any one or more other sections, subsections, sentences, clauses, phrases, or provisions or applications thereof may be held invalid.

COMMITTEE OF PETITIONERS pursuant to N.J.S.A. 40:69A-186

James Carroll, 44 Terrace, Jersey City, New Jersey 07307
Steven Fulop, 76 Essex Street, Jersey City, N.J. 07302
Daniel Levin, 728 ½ Third Street, Jersey City, NJ 07302
Aaron Morfitt, 209 Washington Street, Jersey City, N.J. 07302
Shelly Skinner, 286 Pavonia, Jersey City, N.J. 07302

SECTION 10 - REPEALER

All ordinances or parts of ordinances which are inconsistent with any provisions of this Ordinance are hereby repealed as to the extent of such inconsistencies.
An ordinance establishing that a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE)

SECTION 11 - INDEXING

The monetary thresholds of "Definitions" Section (d) and Section 1(c) of this ordinance shall be increased effective March 1 of each calendar year by the percentage increase, in the prior calendar year, of the consumer price index for all urban consumers (CPI-U) for the New York-Northern New Jersey-Long Island region, rounded to the nearest $10.00. The Clerk of the City of Jersey City shall, by no later than April 1 of each calendar year, prepare and publish the revised thresholds on the official municipal website and in an official municipal newspaper.

SECTION 12 - EFFECTIVE DATE

This Ordinance shall become effective twenty (20) days following the final adoption thereof by the Municipal Council of the City of Jersey City and shall be published as required by law.

APPROVED AS TO LEGAL FORM

APPROVED: ____________________________

Corporation Counsel

APPROVED: ____________________________

Business Administrator

Certification Required □
Not Required □
Ordinance of the City of Jersey City, N.J.

Ordinance No. Ord. 08-128
Title: 4 A.

An ordinance establishing a Business Entity which makes political contributions to municipal candidates and municipal and county political parties in excess of certain thresholds shall be limited in its ability to receive public contracts from the City of Jersey City (Contractor Pay-to Play Reform Ordinance)

Initiated by Petition Certified August 20, 2008

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Adopted on second and final reading after hearing on SEP 03 2008

This is to certify that the foregoing Ordinance was adopted by the Municipal Council at its meeting on SEP 03 2008

Approved:

Mariano Vega, Jr., Council President
Date: SEP 03 2008

Approved:

Jeremiah T. Healy, Mayor
Date: SEP 04 2008

*Amendment(s):