

**LINDEN ROSELLE SEWERAGE AUTHORITY**

**REQUEST FOR QUALIFICATIONS  
FOR  
LEGAL SERVICES**

**SUBMISSION DEADLINE: February 2, 2021 at 10:00 A.M.**

**ADDRESS ALL PROPOSALS TO:**

**LINDEN ROSELLE SEWERAGE AUTHORITY  
5005 SOUTH WOOD AVENUE  
PO BOX 4118  
LINDEN, NJ 07036  
ATTN: MARY RICHERS, PURCHASING MANAGER**

**LINDEN ROSELLE SEWERAGE AUTHORITY  
NOTICE FOR THE SOLICITATION OF PROPOSALS AND QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES  
UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that in accordance with N.J.S.A.19:44-20.4 et seq., the Linden Roselle Sewerage Authority is soliciting proposals through a fair and open process for the following Professional Services in 2021-2022:

- Engineering Services
- Legal Services
- IT Consultant Services
- Bond Counsel Services

Requests for Proposal documents for the above may be obtained from the Linden Roselle Sewerage Authority, 5005 South Wood Avenue, PO Box 4118, Linden, NJ 07036 between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday or on the Linden Roselle Sewerage Authority website, [www.lrsanj.org](http://www.lrsanj.org).

Sealed responses to the request are required to be submitted to the Linden Roselle Sewerage Authority, 5005 South Wood Avenue, PO Box 4118, Linden, NJ 07036, Attn: Purchasing Manager on or before February 2, 2021, at 10 A.M. at which time they will be publicly opened. The envelope containing the proposal shall bear the name and address of the Proposer and the words "RFP for Professional Services-(stating the type of service)" on the outside of the sealed envelope.

Any RFP Addenda will be issued on the website and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Jeffrey A. Williams, Executive Director

January 13, 2021

**GENERAL INFORMATION AND SUMMARY**

**ORGANIZATION REQUESTING PROPOSAL**

LINDEN ROSELLE SEWERAGE AUTHORITY  
5005 SOUTH WOOD AVENUE  
PO BOX 4118  
LINDEN, NJ 07036

**CONTACT PERSON FOR THIS SOLICITATION**

**All questions concerning this RFQ shall be directed, in writing, to:**

MARY RICHERS  
PURCHASING/CONTRACT MANAGER  
VOICE: (908) 474-8659  
FAX: (908) 474-8685  
Email: mrichers@lrsanj.org

**PURPOSE OF REQUEST**

The Linden Roselle Sewerage Authority is requesting proposals from qualified individuals and firms to provide Legal Services (Environmental, Labor/Personnel, Litigation, etc.) of a specialized nature to the Authority as more particularly described herein. Proposals will be evaluated in accordance with the criteria set forth in this RFQ.

**SUBMISSION DATE AND TIME**

**February 2, 2021 at 10 A.M.**

One (1) Original and One (1) copy. Clearly mark the submittal package with the title of the RFQ and the name of the responding firm, addressed to the Purchasing Manager. The original proposal shall be marked to distinguish it from the original copy. Only those responses received prior to or on the submission date and time will be considered. Sealed proposals may be hand delivered or mailed consistent with the provisions of the Notice of RFQ. In the case of mailed proposals, the Authority assumes no responsibility for proposals forwarded by mail and/or delivery services, of any nature. Any proposal received after the designated date and time will be returned unopened. Proposals will not be accepted by facsimile or e-mail.

**PERIOD OF CONTRACT**

One year commencing March 1, 2021.

**CONTRACT FORM**

The successful proposer shall be required to execute the Authority's form contract.

**PAYMENT**

The successful proposer, when awarded a contract, shall submit invoices which specify in detail, the period for which payment is claimed, a description of the services performed during the

prescribed period, the amount claimed and correlation between the services claimed and the Cost Proposal. Billing invoices should include:

- Task Name
- Date(s) of Service
- Individual(s) Performing the Task
- Hourly Rate and Total Charge for each Task
- Detailed Description of the services provided, or tasks performed, and all individuals involved
- Amount of time spent on each particular service or task
- Itemized list of any expenses or disbursements

Invoices for payment shall be submitted on a monthly basis.

It is also agreed and understood that the acceptance of the final payment by proposer shall be considered a release in full of all claims against the Authority arising out of, or by reason of, the work done, and materials furnished under this Contract.

### **INTERPRETATIONS AND ADDENDA**

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this document, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda. Any RFP Addenda will be issued on the website and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

## **LINDEN ROSELLE SEWERAGE AUTHORITY-DESCRIPTION**

The Linden Roselle Sewerage Authority (“The Authority”) is a local public body created in 1948 by the City of Linden and Borough of Roselle under the “Sewerage Authorities Law” (N.J.S.A.40:14A-1 et seq.) It was established to contract and operate wastewater treatment and interceptor facilities to collect, treat and dispose of sewerage generated by the municipalities under a Municipal Agreement dated December 6, 1949 and as later amended.

The Authority operations are overseen by the six Members of the Board and day to day operations and administration are conducted by a staff headed by an Executive Director.

The Authority’s service area is 13 square miles, and it services a residential population of 60,000. Approximately 19% of the influent sewerage flow is from industrial sources.

The Authority is governed by federal and state regulation. It operates its facilities and discharges treated wastewater to the Arthur Kill under permit No. 0024953 issued by the New Jersey Department of Environmental Protection (N.J.D.E.P). A portion of the effluent is permitted for beneficial reuse for cooling water for electric power generated at an adjacent power plant.

The Authority employs 45 people in four departments:

- Administration – Business
- Monitoring – Environmental Compliance
- Operations
- Maintenance

The Authority owns administration, monitoring/laboratory, treatment facilities and various auxiliary buildings at its primary site at 5005 South Wood Ave., Linden, NJ. It also owns a dock facility at the Arthur Kill and various metering pumping stations and pipelines outside of its treatment plant site.

The Authority’s sewerage treatment is classified as “Secondary Treatment” and is designed to treat 17 million gallons per day. It consists of Primary sedimentation, roughing filters, activated sludge, aeration, secondary clarifiers and ultraviolet disinfection for final effluent.

Residuals (sludge) treatment is by gravity thickening of primary sludge, gravity belt thickening (for waste activated sludge). Residuals are anaerobically digested and resulting methane gas is utilized for heat or flared (incinerated). Residual sludge is concentrated with Polymer. Final residuals are removed and disposed of off-site by a private contractor. The Authority’s 2021 operating budget is approximately \$9,500,000.

## **1. NATURE/SCOPE OF SERVICES – Special Legal Services**

The Linden Roselle Sewerage Authority is requesting proposals from Respondents for outside legal counsel representation in the areas as described below.

- A. The Authority's New Jersey Pollutant Discharge Elimination System permit to discharge into the Arthur Kill and to dispose of residuals to the Arthur Kill waterway requires compliance with that permit and with all related Federal and State (U.S.E.P.A. and N.J.D.E.P.) regulations and applicable law covering the receipt, treatment and disposal of wastewater and residuals. It also requires control of industrial discharges through an Industrial Pretreatment Program. The Authority is also subject to Air Pollution regulations and the terms of several permits issued by the NJDEP covering air pollutant emissions. Outside legal counsel and legal representation is needed in all matters assigned to legal counsel pertaining to these matters including but not limited to permit issuance, permit compliance, compliance with all environmental laws and regulations and all matters related thereto as may be requested.
- B. The Authority is also requesting legal counsel services in connection with labor and personnel policies and practices including interpretations and advice required in connection with the Authority's Employee Personnel Manual and its Labor Agreement including drug policies, implementation of the manual, anti-discrimination and anti-harassment issues and legal advice in disciplinary matters and miscellaneous labor/personnel matters as may be assigned. Prepare and present training in areas regulated (e.g., sexual harassment, discrimination, progressive discipline, Americans with Disabilities Act, etc.); compliance with applicable laws and regulations. Other labor/personnel matters may be assigned.
- C. The Authority may be called upon to provide outside counsel for defense and representation of the Authority, its Members, officers and employees. Such litigation includes tort claims, contract claims, personnel matters and challenges to governmental actions. The Authority also requests proposals for outside legal representation and service for litigation and Authority legal defense matters and other legal matters as may be assigned. Counsel may be called upon to provide other types of legal services of a specialized nature. Counsel will on an "as needed" basis, be assigned and required to represent the Authority in all aspects of litigation including but not limited to preparation of pleadings, motions and discovery, depositions, settlement, pretrial and trials. Counsel may be required to attend meetings.
- D. The Authority will require legal representation at the monthly meetings of the Authority's Board, between the effective date of this agreement until the next reorganizational meeting. These board meeting related services may also include, preparation or review of Resolutions of the Authority's Board as requested, reviewing and revising the minutes of the Authority, reviewing the Agenda for the Authority's Board's meetings, reviewing bids received for the contracts of the Authority for legal form, including the legal section of the contract, reviewing bid checklists, Local Public Contracts law compliance, reviewing regulations pertinent to the Authority's operations, real estate law, attendance at other meetings with the Chairman, Executive Director and or other Authority officials and consultants on an as needed basis, and

such other legal services in the nature of a General Counsel to the Authority that may be from time to time requested by the Authority's Board, its Chairman and its Executive Director.

## **2. SUBMISSION REQUIREMENTS OF TECHNICAL PROPOSALS**

The Qualification Proposal submitted by the Respondent must meet or exceed the professional and administrative qualifications and requirements set forth in this RFQ to perform these services and shall incorporate all 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 proposal. Please provide one original and one copy of your proposal.

- A. The name of the proposer, the principal place of business and, if different, the location from where the services will be provided.
- B. The education, qualifications, experience, and professional licenses of all persons who would be assigned to provide services along with their names and titles.
- C. Must have been admitted to the New Jersey Bar for a period of not less than ten (10) years preceding the proposed appointment.
- D. Must have a practice that demonstrates experience regarding the special legal services that are being requested.
- E. Prior demonstrated experience representing a New Jersey public entity, preferably a sewerage authority or utilities authority.
- F. Provide a listing of engagements where the legal services being proposed were provided in the last five years, to be used as a reference. Include a contact name, position, and phone number.
- G. Provide a Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- H. A copy of the proposer's New Jersey Business Registration Certificate. (Proposer must possess and submit Certificate by contract award date. Submission with qualifications is preferred.)
- I. Stockholder Disclosure Certification (copy of form attached).
- J. An EEO/Affirmative Action Statement (copy of form attached).
- K. A completed Non-Collusion Affidavit (copy of form attached).
- L. Disclosure of Activities in Iran (copy of form attached).
- M. A statement that the proposer will comply with the General Terms and Conditions required by the Authority and enter into the Authority's standard Professional Services Contract.

### **3. COST PROPOSAL**

Respondents shall submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s).

### **4. PROPOSAL EVALUATION**

The Authority will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Authority will make the award(s) that is in the best interest of the Authority. The Authority shall not be obligated to explain the results of the evaluation process to any proposer.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Authority reserves the right to:

- a. Not select any of the proposals;
- b. Award a contract for the requested services at any time within one year of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Authority may require proposers to demonstrate any services described in their proposal prior to award.

### **5. PROPOSAL LIMITATIONS**

This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Authority by issuance of this RFQ. The Authority reserves the right at the Authority's sole discretion to refuse any proposal submitted.

### **6. USE OF INFORMATION**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Authority to the proposer in connection with this RFQ shall remain the property of the Authority. When in tangible form, all copies of such information shall be returned to the Authority upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Authority or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

### **7. GENERAL TERMS AND CONDITIONS**

- A. The Authority reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Authority to do so. In case of failure by the successful proposer, the Authority may procure the articles or services from other sources, deduct the cost of the



replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.

- B. The proposer shall maintain sufficient insurance, as determined by the Authority, to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability. Certificates of Insurance shall be provided when requested with the Authority named as additional insured.
- C. Each proposal must be signed by the person authorized to do so.
- D. The contract shall be in effect for one year commencing March 1, 2021.
- E. No firm may be issued a contract unless it complies with the EEO/Affirmative Action requirements of P.L.1975 C.127 as identified in the documents attached hereto. The form shall be properly executed.
- F. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Authority harmless in any case of any such infringement.
- G. No proposer shall influence, or attempt to influence, or cause to be influenced, any Authority member or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or to secure unwarranted privileges or advantages for the proposer or any other person.
- H. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Authority's decision shall be final and conclusive.
- I. The Authority shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- J. The checklist, affidavits, notices and the like presented at the end of this Request for Proposal are a part of this Request for Proposal and shall be completed and submitted as part of this proposal.
- K. "Pay to Play"- Notice of Disclosure Requirement-P.L. 2005, Chapter 271: Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website. Annual disclosures require submission by March 30<sup>th</sup> of each year covering contracts and contributions for the prior calendar year. If you have any questions, please contact ELEC at: 1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700.
- L. Prompt Payment-Goods & Services (P.L.2019,c.127) LFN 2019-02- P.L. 2019, c.127 established a prompt payment requirement that applies to goods and services contracts a contracting unit awards to "business concern" under the Local Public Contracts Law (LPCL). The law applies to all goods and services contracts awarded on or after February 1, 2019 (the law's effective date) regardless of dollar amount and any contracts requiring either a single payment or multiple payments. The law does not change the prompt payment requirements for improvements to real property and structures as set forth in N.J.S.A. 2A:30A-1 et seq. The law defines a "business concern" as any person engaged in a trade or business, including a private nonprofit entity operating as an

independent contractor, providing goods and services directly to a contracting unit or to a designated third party and operating pursuant to a contract with a contracting unit which requires either a single payment or multiple payments, but shall not include a “public utility” as defined in N.J.S.A. 48:2.13.

**END OF GENERAL INSTRUCTIONS**

**LINDEN ROSELLE SEWERAGE AUTHORITY LEGAL SERVICES**

**BASIS OF AWARD**

*A contract, if any, shall be awarded based upon the following factors:*

**EVALUATION FACTORS**

- A. Relevance and extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned.**
- B. Knowledge of the Linden Roselle Sewerage Authority or other governmental entities and the subject matter to be addressed.**
- C. Relevance and Extent of Similar Engagements performed.**
- D. Technical Proposal contains all required information and demonstrates a clear understanding of the scope of work.**
- E. Reasonableness of Cost Proposal.**

**REQUEST FOR PROPOSAL CHECKLIST**

*THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.*

**Please initial below, indicating that your proposal includes the itemized document.**

*INITIAL BELOW*

- A. An original and one (1) signed copies of your complete proposal. \_\_\_\_\_
- B. Non-Collusion Affidavit properly notarized. \_\_\_\_\_
- C. Authorized signatures on all forms. \_\_\_\_\_
- D. Business Registration Certificate(s). \_\_\_\_\_
- E. EEO/Affirmative Action Statement. \_\_\_\_\_
- F. Stockholder Disclosure Certification \_\_\_\_\_
- G. Acknowledgement of Receipt of Addenda \_\_\_\_\_
- H. Disclosure of Investment Activities in Iran \_\_\_\_\_

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

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS AND HEREBY SUBMITS THE ENCLOSED PROPOSAL FOR THE POSITION OF LEGAL COUNSEL**

NAME OF PROPOSER:

\_\_\_\_\_  
Person, Firm or Corporation

BY: (NAME)

(TITLE)

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

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

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

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

My Commission expires:

\_\_\_\_\_  
(Print name of affiant)

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of**

**Organization:** \_\_\_\_\_

**Organization**

**Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**  
**OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Linden Roselle Sewerage Authority is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with Linden Roselle Sewerage Authority to notify the Linden Roselle Sewerage Authority in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Linden Roselle Sewerage Authority to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	



## **Registering A Business with the New Jersey Department of the Treasury**

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

**To register:** Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm). Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at [www.nj.gov/treasury/revenue/revprnt.htm](http://www.nj.gov/treasury/revenue/revprnt.htm).
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit [www.nj.gov/treasury/revenue/filecerts.htm](http://www.nj.gov/treasury/revenue/filecerts.htm), or call 609-292-9292.

**Registering as an individual:** There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at [www.nj.gov/treasury/revenue/pdforms/rega.pdf](http://www.nj.gov/treasury/revenue/pdforms/rega.pdf). To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Questions about the registration process?** Call 609-292-1730 or submit by e-mail at [www.nj.gov/treasury/revenue/revcontact.html](http://www.nj.gov/treasury/revenue/revcontact.html).

### **How do I receive the proof of registration certificate?**

- **New registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- **Previously Registered Businesses.** Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebing Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

**October 20, 2004**

**Revised Contract Language for BRC Compliance**

*Goods and Services Contracts (including purchase orders)*

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

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

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

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

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

**PREFER SUBMITTED WITH RFQ RESPONSE  
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT**

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


DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 232  
TRENTON, NJ 08646-0232

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 970-097-382/500  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE: 09/01/04  
FORM-BRC(02-01)

TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107330  
ISSUANCE DATE: 07/14/04

*John S. Tully*  
Acting Director

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



**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT  
Trade Name:  
Address: 847 ROEBLING AVE  
TRENTON, NJ 08611  
Certificate Number: 1093907  
Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533

**REQUIRED EVIDENCE**  
**EEO/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:

1. A letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmation Action Program.  
OR
2. A Certificate of Employee Information Report Approval.  
OR
3. An Affirmative Action Employee Information Report (Form AA 302)  
OR

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

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 photostatic copy of such certificate.**

THE UNDERSIGNED 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: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: A RESPONDENT'S PROPOSAL MUST BE REJECTED AS NON-RESPONSIVE IF THEY FAIL TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c.127, WITHIN THE TIME FRAME.**

REVISED 4/10)

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

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

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**  
**THIS IS READ ONLY**

The Contractor and the Owner do hereby agree that the provisions of Title 11 of the Americans 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.

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Respondent: \_\_\_\_\_

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is not identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The list can be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder’s proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**PLEASE CHECK THE APPROPRIATE BOX: ONE OF THE BOXES MUST BE CHECKED**

I certify pursuant to Public Law 2012, c.25, that neither the bidder listed above nor any of the bidder’s parents, subsidiaries, or affiliates is listed on the NJ Dept. of Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (Chapter 25 List). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Linden Roselle Sewerage Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement with the Linden Roselle Sewerage Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_