

PARTNERSHIP FOR HADDONFIELD NEW JERSEY

GENERAL BANKING SERVICE

Project Name: General Banking Services

Date Packet Available: April 22, 2022

Bid Due By: May 13, 2022 by 3:00 P.M. EDT

Bid Submitted By: _____

REQUEST FOR PROPOSAL GENERAL BANKING SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Partnership for Haddonfield (PfH) to obtain “General Banking Services” services as described herein for the Partnership for Haddonfield. Individuals responding to this Request for Proposal should have extensive experience, a knowledgeable background, and qualifications in the provision of the services described herein.

The RFP package for this service is available online at www.downtownhaddonfield.com in Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ 08033 during regular business hours (8:30 am to 4:30 pm).

Interested respondents shall submit one (1) original; four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary).

The Partnership for Haddonfield requires that the RFP response be submitted by Friday, May 13, 2022 prior to 3:00 p.m. in Room 101 of the Haddonfield Borough Hall. There will be a public reading of the names and respective cost proposals at 3:00 p.m. on Friday, May 13, 2022 in Room 102 of the Municipal Hall.

Michael Marciante
Executive Director

SPECIFICATION AND PROPOSAL FOR GENERAL BANKING SERVICE FOR THE PARTNERSHIP FOR HADDONFIELD

Intent: The Partnership for Haddonfield is issuing a Request for Proposals (RFP) to financial institutions to provide primary banking services.

The Partnership proposes a contract term of three years with either party having the option to terminate the contract with ninety (90) days written notice of its intention to terminate. The estimated effective date of this agreement is Monday, May 30, 2022.

Please submit the completed RFP form included in this communication, along with any additional information regarding services the financial institution offers to municipal governments.

I. Terms of the banking agreement:

1. The financial institution must be fully qualified as a “Public Depository” pursuant to the State of New Jersey Government Unit Depository Protection Act and must continue to be such during the three (3) year contract period.
2. The Partnership reserves the right to hold oral discussions with all proposers prior to selections.
3. By submitting a proposal, the proposer certifies that he or she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed.
4. The proposer shall furnish such additional information as the Partnership may reasonably require. The Partnership reserves the right to make reasonable inquiries of the qualifications of the proposer, as it deems appropriate.
5. The Partnership reserves the right to reject any/or all proposals, and the right to accept the proposal that it considers most favorable to the Partnership’s interests. In addition, the Partnership reserves the right to seek new proposals when such a procedure is in its best interests to do so.

II. Required Services for Responding Financial Institutions:

1. Monthly statements are due to the Partnership by the 10th of each month.
2. Next business day availability for deposited checks.
3. Web-based computer banking (Real-Time) allowing access to banking services such as; book transfers, wire transfers, statements, etc. A demonstration of this service may be requested by the Partnership.

III. Please respond to the following questions:

1. The proposer must denote transaction cut off for deposits to be considered received that day and not carried forward to the next day. Indicate cut off time at branches and the financial institution's main office.
2. The Partnership requires a bank office in a convenient location where it can transact business.
3. Please state the location of this bank or branch and list the number of bank branches within a three-mile radius of Haddonfield, NJ.
4. Do you offer Online Banking? Electronic Check Deposits? Digital Account Transfers?

IV. General Information:

The Partnership maintains accounts as listed below.

- The Current Operating Budget for 2021 was approximately \$248,000
- The Partnership issues approximately *200* checks and direct deposit records annually.

V. Cost Proposal:

1. The cost proposals submitted to the Partnership must be all inclusive. All services not mentioned or general services incidental to the operations of accounts maintained by the Partnership and not addressed are expected to be provided at no additional costs.

The Partnership reserves the right to accept the proposals for all types of services from the same financial institution or split the services among different financial institutions if it's in the best interest of the Partnership to do so.

In order to simplify and standardize all proposals, attached, as Exhibit A is a "Banking Services Fee Proposal Form" in the form of an account analysis which must be used when submitting your proposal.

Assume the activity estimates referred to throughout this document to be a reasonable estimate of activity to be experienced. The rates quoted per item by the proposer will be considered fixed, regardless of activity deviation. The Partnership does not guarantee any minimum or maximum volume of activity.

2. Indicate the financial institutions per item processing fees paid by the Partnership and revenues to be paid to the Partnership by completing the “Banking Services Fee proposal Form”. The fees should be presented on a unit cost basis. The proposer shall identify any specific services, which are not included in the analysis that may be subject to fees or charges payable by the Partnership and include in the section “Charges for All Other Services as Required” on Exhibit A.

VI. Information Requested of the Proposer (including mandatory forms):

Please organize your proposals in the following manner:

1. Title page: Show name of the institution, address, telephone, and fax numbers,

Required by Partnership for Haddonfield	Submission Requirement	Page	Initial each checked entry and submit required form if necessary
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name of contact person and the date the proposal was submitted to the Partnership.

2. Table of Contents: Include a clear identification of the material by section and page number.
3. Letter of Transmittal: The letter is not to exceed two pages in length and should contain the following information:
 - a. State the proposer’s understanding of the scope of the service to be performed.
 - b. Indicate whether proposer is a parent or subsidiary associated with a holding company and describe its relationship to other in the group, if applicable.
 - c. Financial reports for the previous two years. (Please include as an attachment at the end of your proposal.)
 - d. State if the proposer is chartered to do business in the State of New Jersey and attach a Governmental Unit Depository Protection Act certification of eligibility.

RFP DOCUMENT CHECKLIST

<input checked="" type="checkbox"/>	Banking Services Fee Proposal Form Estimated Monthly Composite Analysis	10-11	
<input checked="" type="checkbox"/>	Business Registration Certificate Form- mandatory with bid submission	12	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification Form	15	
<input checked="" type="checkbox"/>	C.271 Political Contribution Disclosure Form	16	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit Form	18	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Photocopy of a Affirmative Action Compliance Evidence and Language Acknowledgement	13	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	23	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VII. Summary of Financial Institution's Qualifications:

1. Indicate the institution's background in providing banking services to municipal units of government, in general, and specifically, to municipalities the size of the Partnership for Haddonfield. Provide a listing of municipal client references that are presently using the institution's professional services – i.e., the client name, address, telephone number and contact person.
2. Provide a completed "Proposal Form" (Exhibit A) with responses to all identified services. You may expand the form to include items which the Partnership did not identify, but which you think should be listed, whether it is a chargeable item or not.
3. Please provide any other material that may be helpful in reviewing the proposal, including any attachments, schedules, financial information, etc.

VIII. Evaluation of Proposals:

The contract will be awarded to the proposer providing the primary banking services at the lowest net cost and who meets the needs of the Partnership most efficiently, provided the price is reasonable and is in the best interest of the Partnership to accept it.

The following criteria will be used to evaluate the proposals.

1. Responsiveness of the proposal related to the scope of the work.
2. Ability, capacity, and skill of the financial institution to perform the services on a timely basis.
3. Responses of client references.
4. Experience of the financial institution in establishing and maintaining similar accounts.
5. Best arrangement and rate for earnings allowance.
6. The sufficiency of financial resources and ability of the institution to perform the contract.
7. The reputation, stability, and longevity of the proposer.
8. The quality, availability, and adaptability of the services to the particular need required.
9. Commitment to serving the community within Haddonfield Partnership.
10. Preference for a branch located within the Partnership.

IX. Additional information:

1. Any questions relative to interpretation of specifications or the RFP process should be directed to the Treasurer for the Partnership.

Please direct inquires to:

Michael Marciante
Executive Director
Partnership for Haddonfield
Email: downtown@haddonfield-nj.gov
Fax: (856) 520-3598

X. Receipt of Proposal:

One (1) original, and four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary) in a sealed envelope marked “General Banking Services for the Partnership for Haddonfield” submitted by your institution must be received in Room 101 of Municipal Hall no later than 3:00 P.M. on May 13, 2022

All proposals submitted shall be binding for ninety (90) calendar days following the above due date.

Proposals received by the Partnership after the time specified will not be considered.

All information required by the RFP must be supplied to constitute a valid proposal.

The Chief Financial Officer will review and evaluate all proposals submitted in response to the RFP. Based on the results of this evaluation, the Chief Financial Officer will make a recommendation to the Partnership Administration. A contract will be executed upon the Commissioners approval.

XI. Proposer’s Warranty:

The person signing the proposal warrants that:

1. He or she is an officer of the organization.
2. He or she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.

EXHIBIT A – Page 1

BANKING SERVICES FEE PROPOSAL FORM
ESTIMATED MONTHLY COMPOSITE ANALYSIS

BANK: _____

Signature: _____

Print Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

These two pages must be completed and submitted with your proposal.

Item	Monthly Volume	Unit Cost	Monthly Total
Monthly Maintenance Charge All Accounts	4		
Incoming Wire Transfers w/Phone Advice	2		
Outgoing Wire Transfers	5		
ACH Transactions	5		
Deposits Each	10		
Deposited Items	10		
Check Processing	20		
Stop Payments	2		
Full Account Reconciliation	1		
Re-deposited Items	5		
Deposited Item Charged Back	2		
Sweep Account Fee			
P/C Banking all charges	1		
Direct Deposit Fee			
*Charges for all Other Services as Required			
TOTAL MONTHLY COST			
**Rate of Interest on Checking Account			
Credit deposit within (business days)			

THIS PROPOSAL SHALL BE ACCOMPANIED BY A VALID “NOTIFICATION OF ELIGIBILITY” UNDER THE GOVERNMENTAL UNIT DEPOSIT PROTECTION ACT.

FAILURE TO COMPLY MAY BE CAUSE FOR REJECTION OF PROPOSAL.

*Attach additional sheet if required and detail other charges.
 **Indicate method of determining the rate of interest and frequency of change in rate.

EXHIBIT A – Page 2

BANKING SERVICES FEE PROPOSAL FORM
ESTIMATED MONTHLY COMPOSITE ANALYSIS

Please use rates in effect for January 2022

1. Monthly Compensating Balance Requirements;

Standard Banking Services (offset page 10-1) _____

Total Monthly Compensating Balance Requirement _____

2. Interest Earning Potential on available Cash

Assumed amount of available cash * \$200,000

Less: Total Compensating Balance (line 1) _____

Required Reserve Balance _____

Float (check clearing) _____

Available Cash Subject to Interest _____

Interest Rate Applied to Available Cash _____%

3. Projected Monthly Interest Earnings _____

* This is an approximate figure for all accounts combined. The actual figure will vary somewhat up or down. In order that all proposals be standardized, please use this assumed figure.

Please add any services that may be provided but which will not be part of the evaluation process.

BUSINESS REGISTRATION CERTIFICATE

In compliance with P.L. 2004, c. 57, starting September 1, 2004, all business organizations and individuals that do business with the Partnership for Haddonfield are required to be registered with the State of New Jersey and provide proof of that registration to the Partnership.

The Statute states that failure to submit the Business Registration Certificate is mandatory cause for the bid to be rejected.

Please take the time now to apply for the certificate and include a copy with the Bid packet.

There is no charge to obtain a certificate. Businesses can obtain a certificate by calling (609) 292-1730 or at www.nj.gov/njbgs. Individuals performing personal services can obtain a certificate by calling (609)292-1730 or at www.nj.gov/treasury/revenue/pdf/forms/regc.pdf.

The Business Registration Certificate should not be confused with the Public Works Contractor Registration Act required for construction contracts or the Certificate of Authority.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 202
TRENTON, NJ 08646-0202

TAXPAYER NAME: _____ TRADE NAME: _____
TAXPAYER IDENTIFICATION #: _____ SEQUENCE NUMBER: _____
ADDRESS: _____ ISSUANCE DATE: _____
EFFECTIVE DATE: _____
ACT. Director: *John S. Tully*

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

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: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

EXHIBIT A

P.L. 1975. C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND 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 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, nation 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 for the provisions of this non-discrimination 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 of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers, representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing 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, race, 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 an 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, or sex, and conform with the applicable Federal law and consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code NJAC 17:27.**

MANDATORY LANGUAGE – AMERICANS WITH DISABILITIES ACT OF 1990

The Federal Americans with Disabilities Act of 1990 requires bid specifications and contracts to contain language that prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities.

The requirement is described in the Instructions in section VII-B and fully displayed in Appendix B.

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

The contractor and the Partnership for Haddonfield, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the “Act”)(42 U.S.C. 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 rising 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, 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.

STOCKHOLDER DISCLOSURE CERTIFICATION

No corporation or partnership shall be awarded any contract 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 statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A, 53:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, Limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

This requires bidders to disclose whether they are a partnership, corporation or sole proprietorship. This form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF NEW JERSEY)
) ss.

COUNTY OF

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

I am _____ an officer of the firm of _____ the Bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said Bidder at the time of making this Bid is not included on the State of New Jersey, State Treasurer’s List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Partnership for Haddonfield, as Owner, relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the firm making this Bid appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Bidders at anytime prior to, and during the life of this Contract, including Guarantee period, that Partnership for Haddonfield shall be immediately notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as Contractor is subject to disbarment, suspensions and/or disqualification in contracting with the State of New Jersey, if the Contractor, pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulations.

(Insert Name and Address of Contractor)

(Insert Name and Title of Affiant)

Sworn and subscribed before me this _____ day of _____, 20__.

Notary Public of the State of New Jersey
My commission expires: _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
) ss.

COUNTY OF _____

PROJECT: _____

I, _____ residing in _____, in the County of _____, in the State of _____, of full age, being duly sworn according to law upon my oath depose and say that I am (title) _____ of the firm of _____ the bidder making this Proposal for the bid entitled _____, and that I executed the Proposal with 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 Partnership for Haddonfield 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 _____ (N.J.S.A. 52:34-1 5).

(Name of Bidder)

(Signature)

(Type or print name or affiant)

Sworn and subscribed before me this _____ day of _____, 20____.

Notary Public of the State of New Jersey
My commission expires _____

DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary.

Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.