

**EAST ORANGE PARKING AUTHORITY
REQUEST FOR QUALIFICATIONS
PUBLIC NOTICE FOR THE SOLICITATION OF SERVICES**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the East Orange Parking Authority (“Authority”) for the services listed below. This Request for Qualifications (“RFQ”) is being issued pursuant to a fair and open process in accordance with *N.J.S.A. 19:44A-20.4 et seq.* Respondents should address the general criteria and mandatory minimum criteria for the position sought. Responses must be received by the Authority at 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018, Attn: Tasha Jackson, Operations Manager, and electronically at eostreetpermits@verizon.net on Tuesday, January 12, 2021, 11:00 A.M. publication prevailing time, then publicly opened and read aloud via Zoom for the following services:

Insurance Services: • Title Insurance Company

Professional Services: • Planner • Real Estate Appraiser

Extraordinary Unspecifiable Services: • Parking Consultant • Relocation Consultant

Join Zoom Meeting for public opening of submissions in real-time on January 12, 2021, at 11:30 A.M.

<https://us02web.zoom.us/j/8196073384?pwd=NVPVRT1ZOFhhNzhEdncxZWWhMnE2dz09>

Meeting ID: 819 607 3384

Passcode: 11221

Dial by your location+1 646 558 8656 US (New York)

Standardized submission requirements and selection criteria are on file and available on the Authority’s Website eastorangeparkingauthority.org and by request electronically via email at eostreetpermits@verizon.net

The RFQ requirements will be available on the Authority’s website www.eastorangeparkingauthority.org, and electronically by request via email eostreetpermits@verizon.net due to the COVID-19 Pandemic.

All contractors are required to comply with the requirements of *N.J.S.A. 52:32-44* (Business Registration of Public Contractors), *N.J.S.A. 10:5-31 et seq.*, and *N.J.A.C. 17:27 et seq.* (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (*N.J.S.A. 52:25-24.2*) and shall include a completed Non-Collusion Affidavit.

The Authority reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Authority. The Authority shall award the contract or reject all submissions no later than 60 days from receipt of the same.

**EAST ORANGE PARKING AUTHORITY
PUBLIC NOTICE FOR THE SOLICITATION OF SERVICES**

Insurance Services:

Title Insurance Company: The Authority is seeking a New Jersey commercial title insurance company to provide title services to the Authority on an “as needed” basis. Such services may include title searches, title reports, title policies, and/or escrow agent services.

Professional Services:

Planner: The Planner will serve the Authority on an “as needed” basis and shall establish that they are properly licensed by the New Jersey State Board of Professional Planners, pursuant to Title 45 of the New Jersey Statutes, Chapter 14A and all administrative rules governing the operation of the Board of Professional Planners. Experience and knowledge of the City of East Orange’s Municipal Code and the Master Plan, and experience in planning matters related to mass transit and parking, is preferred.

Real Estate Appraiser: The Real Estate Appraiser shall be a licensed or certified New Jersey Real Estate Appraiser and a Member of the Appraisal Institute. The Real Estate Appraiser shall assist the Chairman and the Authority Board of Commissioners with respect to all valuation issues and shall prepare such reports as requested from time to time. The Real Estate Appraiser shall have experience with preparation of appraisals and valuation analysis in accordance with the Eminent Domain Act of 1971.

Extraordinary Unspecifiable Services:

Parking Consultant: The Parking Consultant shall demonstrate experience with a public parking system. Experience with rate modeling, revenue forecasting, and traffic flow is essential. The Parking Consultant shall be responsible for the preparation of demand studies and reports as requested by the Authority evaluating parking demand and alternative parking arrangements. The Parking Consultant will assist the Authority in establishing and maintaining policies to operate an integrated system of parking facilities and on-street inventory as well as assist the Chairman and the Authority Board of Commissioners in implementing such policies.

Relocation Consultant: The Relocation Consultant shall have expertise in the preparation of Workable Relocation Assistance Programs, knowledge of New Jersey laws, rules and regulations governing relocation assistance, and experience in the relocation of displaced persons from commercial properties. The Relocation Consultant shall assist the Authority with adherence to all applicable statutes and regulations governing relocation assistance and determining the needs of displaced persons or businesses. Upon direction by the Authority, the Relocation Consultant shall prepare a Workable Relocation Assistance Program and ensure its proper execution. The Relocation Consultant shall administer Relocation Assistance claims on behalf of the Authority.

EAST ORANGE PARKING AUTHORITY
INFORMATION FOR SERVICE ENTITIES
(FAIR & OPEN PUBLIC SOLICITATION PROCESS)

1B.1 RECEIPT AND OPENING OF SUBMISSIONS

1B.1.1 INVITATION FOR SUBMISSIONS The East Orange Parking Authority, Essex County, New Jersey (hereinafter called the "Authority") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS The Operations Manager will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

1B.1.3 SUBMISSIONS NOT IN COMPLIANCE The Authority may waive any informality or reject any and/or all submissions, in accordance with the Fair and Open Public Solicitation Process.

1B.1.4 WITHDRAWING SUBMISSIONS Submissions forwarded to the Operations Manager before the time of opening of submissions may be withdrawn upon written application of the service entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

1B.2 QUALIFICATIONS OF SERVICE ENTITIES

1B.2.1 INDIVIDUALS PERFORMING TASKS Name and roles of the individuals who will perform the tasks and descriptions of their education and experience, including Authority experience, similar to the services contained herein.

1B.2.2 PAST PERFORMANCE Documented past performance of same and/or similar service.

1B.2.3 REFERENCES References and record of success of same or similar service.

1B.2.4 DESCRIPTION OF ABILITIES Description of ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff).

1B.2.5 COST DETAILS If applicable, cost details including the hourly rates of each of the individuals who will be performing services and all expenses.

1B.2.6 TECHNICAL PROCESS AND EQUIPMENT Description of technical process and equipment used in performing the task(s).

1B.3 PREPARATION OF SUBMISSIONS

1B.3.1 COMPLETION OF SUBMISSIONS Each submission must be provided on a Standardized Submission Form as supplied in the submission package and signed by the service entity or principal thereof and shall contain the name, address, and telephone number of the service entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. *Each submission shall be contained in a sealed envelope addressed to the East Orange Parking Authority, 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018, and said envelope shall specify the title for which the submission is provided. The submission is to be clearly marked "Sealed Submission Enclosed" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.*

The Authority will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

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

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

1B.3.2 ERRORS IN SUBMISSIONS: If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern, or if between the correct sum of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1B.4 TIME FOR AWARD OF CONTRACT

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

The award of the Contract for this service will not be made unless the Authority has certified the necessary funds in a lawful manner.

1B.5 MODIFICATIONS OF SUBMISSIONS

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

1B.6 REJECTION OF SUBMISSIONS

1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED: More than one submission from an individual, a firm, or partnership, a corporation or association of principals under the same or different names shall not be considered.

1B.6.2 UNBALANCED SUBMISSIONS: Submissions, which are obviously unbalanced, may be rejected at the option of the Authority.

1B.6.3 RIGHT TO REJECT SUBMISSIONS: The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

1B.6.4 METHOD OF AWARD OF SUBMISSIONS: The right is reserved by the Authority to award submissions on a “*service by service*” basis, “*per project*” basis, *in part or in whole* as determined by the Authority.

1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED: The owner expressly reserves the right to waive any informality in any submission and to accept the submission, which in the Authority's judgment serves its best interests.

1B.7 ENTITY REFERRED TO LAWS

The attention of the entity is especially directed to the provisions of Federal, State, county and local government statutes and regulations that may apply to the work.

1B.8 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

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

1B.9 GENERAL REQUIREMENTS/INFORMATION

The entity shall guarantee any or all services supplied under these specifications.

It is understood by the entity that this submission is provided on the basis of standardized submission requirements prepared by Authority and the fact that any entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

The Authority reserves the right to cancel any contract entered into upon thirty (30) days written notice.

Contract Term: This solicitation is for a contract for services with a term of one year or less.

EXHIBIT A

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

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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 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, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, 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 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

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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 the execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

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

ATTENTION ALL SERVICE ENTITIES

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

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

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

Goods & Services Contracts (including purchase orders):

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

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

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

East Orange Parking Authority

AMERICANS WITH DISABILITIES ACT OF 1990 **EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The contractor and the East Orange Parking Authority, (hereafter "Authority") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C. §12101* 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Authority 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 Authority in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Authority, 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 Authority's grievance procedure, the contractor agrees to abide by any decision of the Authority which is rendered pursuant to the said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority, or if the Authority 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 Authority 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 Authority or any of its agents, servants, and employees, the *Authority shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Authority or its representatives.

It is expressly agreed and understood that any approval by the Authority 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 Authority pursuant to this paragraph.

It is further agreed and understood that the Authority 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 Authority from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

East Orange Parking Authority

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA (*FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR SERVICES*)

The East Orange Parking Authority is seeking sealed submissions in response to a Public Notice for the Solicitation of a Service Contracts.

The standardized submission requirements shall include:

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience, including Authority experience, with projects similar to the services contained herein including their education, degrees, and certifications.
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff).
4. Cost details, including the hourly rates of each of the individuals who will perform services and items proposed to be expensed to the Authority (e.g., overnight delivery, etc.).

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

Proposals will be evaluated by the East Orange Parking Authority on the basis of the most advantageous proposal submitted, with expertise, experience, price, and other factors considered. The evaluation will consider:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience, references, and reputation in the field. Knowledge of the East Orange Parking Authority and the subject matter to be addressed under the contract.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter. Availability to accommodate any required meetings.
4. Cost consideration - including, but not limited to, historical costs for similar services, expertise involved, and comparable costs for comparable public entities.
5. Other factors if determined to be in the best interests of the East Orange Parking Authority.

Please Note this Additional Requirement:

Entities shall submit **one (1) electronic copy to eostreetpermits@verizon.net, one (1) original, and two (2) additional sets** of their sealed submission, no later than **11:00 A.M. on January 12, 2021**.

East Orange Parking Authority

CHECKLIST

SERVICE TITLE:

SUBMISSION DATE: November __, 2020

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

- 1. Non-Collusion Affidavit _____
- 2. Disclosure of Ownership Form _____
- 3. Insurance Requirement Acknowledgement Form _____
- 4. Mandatory Equal Employment Opportunity Notice Acknowledgement..... _____
- 5. Copy of your ***Business Registration Certificate*** as issued by the State of New Jersey, Department of Treasury, Division of Revenue _____
- 6. Entity Information Form _____
- 7. Qualifications Submission _____
- 8. Disclosure of Investment Activities in Iran _____

Reminder:

Please submit one (1) electronic copy to eostreetpermits@verizon.net, one (1) original, and two (2) additional sets of the sealed submission.

East Orange Parking Authority

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF :

I, _____ of the _____
of _____

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

I am _____

of the firm of _____

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

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

Name of Entity

Subscribed and sworn to before me

this _____ day of _____, 20____

Notary Public, State of _____

(Signature)

My Commission expires _____

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

East Orange Parking Authority

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 East Orange Parking 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 the Authority to notify the 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 Authority to declare any contract(s) resulting from this certification void and unenforceable.

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

East Orange Parking Authority

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

GOODS, PROFESSIONAL SERVICES, AND GENERAL SERVICE CONTRACTS

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

The successful entity shall submit to the East Orange Parking Authority, after notification of award but prior to the execution of this contract, one of the following three documents as forms of evidence:

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

OR

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

OR

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

The successful entity may obtain the Employee Information Report (AA302) from the East Orange Parking Authority during normal business hours.

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

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

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

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

East Orange Parking Authority

ENTITY INFORMATION FORM

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

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

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

Trading As: _____ Telephone No.: _____

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

Name of Partners: _____

Firm Name: _____

Address: _____

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

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

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

State under whose laws incorporated: _____

Location of principal office: _____

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

Fax No.: _____ E-Mail: _____

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

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

East Orange Parking Authority

SUBMISSION FORM

Note: Attach additional sheets as necessary.

Service: _____

- 1. Names and roles of the individuals who will perform the services and description of their education, Authority experience, and experience with projects similar to the services contained herein including their education, degrees, and certifications:**

- 2. References and record of success of same or similar service:**

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

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

Note: Attach additional sheets as necessary.

Firm: _____ Date: _____

Authorized Representative (Print):

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

East Orange Parking Authority

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Entity Name: _____

PART 1: Please check one:

_____ I certify, pursuant to Public Law 2012, c. 25, that neither the entity listed above nor any of the entity’s parents, subsidiaries, or affiliates is listed on the N.J. Department of the 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 nonresponsive 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 entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

Name: _____

Relationship to Entity: _____

Description of Activities: _____

Duration of Activities: _____

Anticipated Cessation Date: _____

Entity Contact Name and Phone Number: _____

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 entity; that the 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 the Authority to notify the 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 Authority, permitting the Authority to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):
Title:
Date:

Signature:

End of Submission Package