

Requests for Proposals:

Purchase of Parking Access Revenue Control Systems

*Contracting Agency:*

The Parking Authority of the City of Camden

10 Delaware Avenue

Camden, NJ 08103

Phone: 856-757-9300

Fax: 859-964-9317

**May 23, 2014**

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**I. Advertisement**

The Parking Authority of the City of Camden (PACC), is soliciting a technical and fee proposal from firms to perform the following professional parking consulting services and tasks, defined in the below section entitle “Scope of Work.”

All work shall be performed in accordance with New Jersey Department of Transportation Technical Requirements and applicable Federal, State, and local laws.

The Request for Proposal (RFP) package will be available for pick-up at no cost beginning 10:00 AM EST on Friday May 23, 2014. The package may be picked up at the offices of the PACC, located at 10 Delaware Avenue, Camden, NJ 08103. Written or faxed requests to have the RFP mailed will also be honored. The fax number to the PACC is 856-964-9317.

The due date for interested firms to submit a technical fee proposal is June 13, 2014 at 2:00pm EST.

Any questions should be submitted in writing to Trent Middleton, Director of Operations for the Parking Authority of the City of Camden. All questions should be submitted by Monday, May 30, 2014, by 12:00pm EST. Any questions submitted thereafter will be precluded from consideration.

**II. Introduction and Background**

The PACC was created in 1958 by an ordinance passed pursuant to the New Jersey Parking Authority Act of 1948. The Authority is a public body politic, corporate and a political subdivision of the State of New Jersey working in conjunction with the Mayor and members of the City Council for the on-going improvement of parking conditions within the City of Camden. The purpose of the Authority is the construction, provision and operation of off-street parking facilities, the promotion of traffic improvement, and any other legal parking related activity. Additionally, to the extent authorized by the governing body of the City, the Authority is involved in the management and operation of on-street parking meters and other related facilities and enforcement of the applicable laws, ordinances and regulations relating to the parking of vehicles. As of recent, the Authority has been offering its parking services to a variety of private and public sector anchors in the City of Camden and assisting in the identification, operations, and maintenance of several facilities throughout the City.

**III. Scope of Services**

The objective of this RFP is to engage a professional firm that specializes in revenue access control systems and equipment for surface parking lots. The PACC wishes to upgrade revenue access control systems and equipment, and ensure that the Parking Lot 10 is being operated in a first class manner.

All work shall include but may not be limited to the following:

1. Hamilton Gold Line Auto Cashier
2. Hamilton IDX Coin Acceptor
3. Hamilton Stainless Steel Hood Assembly
4. Telephone Intercom w/Gate Release Option
5. Credit Card Option w/Receipt Printer
6. Data Access Network Option
7. D.A.N. Software Upgrade
8. Audit Pro Programmer
9. Two (2) Magnetic Automation Parking Gates
10. Two (2) 10’ Gate Arms
11. SecuraKey Controller
12. SecuraKey Modem Kit
13. HID Proximity Card Reader
14. 100 (One-Hundred) Proximity Cards
15. Shipping and Handling
16. Four (4) Vehicle Detection Loops
17. Installation

 Proposals should include and provide a manufacturer warranty consisting of the following:

1. Warranty shall be for one year covering all labor and materials.
2. Warranty shall commence when equipment is 100 (%) percent operational and acceptable to the Owner.
3. Maintain equipment operational during the warranty period such that, if the defective equipment will be serviced within the eight (8) business hours, following notification by the PACC. Business hours are 7:00am to 5:30p.m., Monday through Friday, excluding holidays.
4. Warranty shall include preventive maintenance cleaning, testing, and minor repair no less than twice per year.
5. Warranty shall cover all equipment furnished under this specification section both manufactured and installation, excluding misuse or vandalism.
6. **Submission and Selection Requirements**

 Interested firms shall submit five (5) total sealed copies of their Proposals to:

Stefanie Williams, Administrative Aide

The Parking Authority of the City of Camden

10 Delaware Avenue

Camden, NJ 08103

A proposal shall consist of one document with two (2) components: (1) technical proposal outlining the consultant(s) qualifications, methods, and such; and (2) fee proposal for performing the project scope of work. The proposal must be signed, sealed and labeled. Respondents shall provide a total fee for performing the project scope of work and the cost breakdown of tasks and time allocated to be performed for individual tasks by assigned staff members. Additionally, the hourly rates for the proposed personnel should also be provided. Technical proposals are elaborated upon the remaining sections of *“IV. Submission and Selection Requirements”* (see below).

Submittals will be accepted at the above address until June 13, 2014 at 2:00pm EST. No partial or incomplete submissions will be considered. Technical components of the proposal should include the following:

1. **Cover Letter:**

This letter should include a brief summary of the reasons for the firm’s interest in the

 project, the reasons why the particular firm is most uniquely suited for the project, and a brief

 summary of information regarding the most relevant examples of the firm’s work.

1. **Firm Profile/Project Team:**

 Each proposal should contain a description of the in-house team within the firm and their role

 on the project as well as a list of the sub-consultants who have agreed to be a part of your

 overall project team. The summary of in-house and sub-consultant expertise shall include

resumes of key personnel, shall identify the relevant managerial and technical qualifications of key personnel, and state the title/roles of all team members. Please provide an organizational chart.

The proposal should state the total number of people currently on staff and a list of active projects currently underway at the firm, along with the value of the construction for each job, clients, partners, and their projected completion dates.

Furthermore, the proposal should include a description of when and in what capacity the various firms have previously partnered together.

Consultants should be proficient and skilled with revenue access control systems and equipment in structured parking garages.

1. **Project Methodology**

 The respondents shall briefly state their own understanding of the issues and tasks of the

 project at hand and describe the methodology to be used by their firm in accomplishing the

 work. A project schedule showing the start and completion of each phrase of work shall be

 submitted with the proposal.

1. **Portfolio of Relevant Experience**

The consultant shall describe the specific experience of the firm, including a thorough description of other relevant projects which best demonstrate the firm’s ability to carry out the scope of work of this project. The firm should indicate its experience in working on parking facilities in the City of Camden and other urban areas. The proposal should, for each project, list a concise project description, project completion dates, construction values and project references.

Visual images are desirable. Please be clear about the firm’s or participant’s role in the project.

1. **Client References**

 Current or previous clients of the individuals or company with knowledge of the individuals’ or

 company’s service history: Please provide at least three (3) references with preference given to

 references from clients with the design, installation, training, and/or maintenance of revenue access

 control systems.

1. **Copies of Professional Certificates and Licenses (where applicable)**

 Firms should include any and all professional certificates and/or licenses including but not limited

 to New Jersey Business Registration Certificate.

 It is further imperative for interested parties to thoroughly read and review the Bidder’s checklist at

 the end of the document, check each box to ensure full understanding and incorporation into the

 final bid documents, and complete/sign any and all necessary forms as part of the Bidder’s

 Checklist including but not limited to the following exhibits: bidder information statement, public

 disclosure information, non-collusion affidavit, and affirmative action supplement.

1. **Method of Selection**

A committee selected by the PACC will review the proposals and utilize a scoring method to rank the respondents according to the following criteria:

* **Professional Qualifications 25%**

Review of the professional team, resumes, and references

* **Related Experience 25%**

Overview of firm(s) with parking facility experience

* **Technical Completeness 25%**

Overall quality of proposal and its completeness

* **Fee Proposal**  **25%**
1. **Contract Form and Term**

This RFP process and selection will lead to a contract to complete. The work will not exceed a one-year period. Work will be a contract agreement for the supply, installation, and other related tasks identified in this RFP. No design and/or tasks will be required under this RFP.

1. **Proposal Evaluation**

Based on the criteria outlined above in Section V (Method of Selection), the Selection Committee will rank all proposals. The Selection Committee will recommend to the PACC Board of Commissioners the firm with the most points. Interviews may be scheduled, depending on the determination of the Selection Committee.

If the PACC cannot agree on the final fee and service from the firm with the highest ranking, then the PACC will move onto the next highest ranked firm. The PACC will have sole discretion in the negotiation and selection of the firm.

1. **Equal Employment Opportunity Provision**

The firm and their sub-consultants will not discriminate on the basis of race, color, national origin, religion, or sex in the award and performance of this contract.

All of the potential firms must demonstrate a commitment to the effective implementation of an affirmative action plan or policy of equal opportunity. The potential company must ensure equal opportunity to all persons and not discriminate against any employees or applicant because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order 1 1 246 and as amended in Executive Order 1 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act of 1990.

In response to this RFP, companies should furnish a detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or it subcontractors.

1. **Insurance Requirements**

The company shall carry and maintain in full force and effect for the duration of this contract, any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify,

and hold the City of Camden, PACC, and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the City of Camden and PACC in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the City of Camden and PACC, death or damages to property (including property of the City of Camden, PACC, and Camden Redevelopment Agency) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for who company may be liable regardless of whether or not it is caused by the City of Camden, New Jersey Economic Development Authority, and PACC. Firm will designate and provide PACC with the identity of a person or persons in firm’s employ who shall be responsible for handling claims from the public efficiently and expeditiously.

Policies shall be issued by an insurance company authorized to do business in the State of New Jersey.

Insurance similar to that required by the company, shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.

Insurance certificates must be presented at the time of bid, documenting overage for the following:

* Worker’s Compensation and Employers Liability in accordance with the State of New Jersey requirements with limits of One Million dollars ($1,000,000).
* Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) with limits of Two Million dollars ($2,000,000).
* Comprehensive Automobile Liability Insurance covering all owned, hired and rented vehicles and equipment.
* Professional Liability and errors and omissions insurance of not less than One Million Dollars ($1,000,000) per claim, on a claims made basis, but more than Two Million Dollars ($2,000,000) annual aggregate.
1. **Acceptance of RFP**

Respondent shall include exceptions to any of the conditions outlined, in this RFP. It is assumed that the firm has accepted the condition of this RFP, unless the exceptions are specified in the firm’s proposal.

1. **No Warranty**

Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements contained in the RFP, specifications, or instructions.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. PACC assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

1. **Ownership of Work Product**

All work products produced by the firm and its members, and/or by any third party during the term of the contract resulting from this RFP are the sole property of the PACC. The PACC shall be the sole owner of any and all materials, equipment, and corresponding documents.

The PACC has the right to use, distribute or dispose of the work products without the consent of the firm.

This RFP does not commit the PACC to award a contract or to procure a contractor for services. PACC reserves the right to reject all proposals, to negotiate with competing consultants, and/or make no award.

Any item in the opinion of the Consultants may have been inadvertently omitted and would be necessary for the successful completion of the project should be include in the proposal and documented.

Payment of all sub-contractors shall be the sole responsibility of the firm. Nothing contained herein shall create a contractual relationship between any sub-contractor and the PACC.

1. **Deadline**

 BID SECURITY

 A bid security in the form of a Cashier’s Check or CERTIFIED CHECK made payable to The

 Parking Authority of the City of Camden in the amount of Five Hundred Dollars ($500.00) or BID

 BOND must accompany each proposal as guarantee which may be forfeited and retained by the

 Authority in lieu of its other remedies if a successful bidder’s proposal is accepted by the Authority

 and he shall fail to execute and return to the Authority, the required contract.

 PUBLIC DISCLOSURE

 Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded

 by any State, County, Municipal or School District for the performance of an 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 shall be submitted a Statement. The statement shall set forth the

 names and addresses of all stockholders in the Corporation or Partnership who own ten percent

 (10%) or more of its stock of any class, or of all individual partners in the Corporation or Partnership

 who own ten percent (10%) or greater interest herein. FAILURE TO SUPPLY THIS

 INFORMATION WITH YOUR PROPOSAL WILL BE CAUSE FOR REJECTION OF BID.

 RESERVATION OF THE BOARD OF COMMISSIONERS

 The Board of Commissioners will award the contract to the lowest responsible bidder, but reserves

 the right to reject any or all proposals and waive any immaterial informality as may be permitted by

 law.

 TIME FOR MAKING AWARDS

 The Parking Authority of the City of Camden shall award a contract or reject all bids within ninety

 (90) days after receipt and opening of bids or such other period of time as may be specified elsewhere

 in the specifications.

 PRICE QUOTATIONS

 The price quoted on the respondent’s fee proposal must remain firm for a period of ninety (90) days

 after receipt of bids or for such period of time as may be specified elsewhere in the specifications.

 DOMESTIC PRODUCTS

 Only manufactured products of the United States, wherever available, shall be used in connection

 with this undertaking, pursuant to 40A:22-13 of the Revised Statutes of the State of New Jersey.

 TAXES

 No federal, state or local taxes shall be included in any bid prices or in invoice prices.

 BIDDER’S CHECKLIST

 As noted on Page Four (4), it is further imperative for interested parties to thoroughly read and review

 the Bidder’s Checklist at the end of the document (including but not limited to the Exhibits attached

 hereto), check each box to ensure full understanding and incorporation into the final bid documents,

 and complete/sign any and all necessary forms as part of the Bidder’s Checklist.

**BIDDER’S CHECKLIST**

Each bidder is reminded that every proposal must be submitted in a sealed envelope with the name(s) of the contract and bidder affixed. Each bid package must include the following documents:

1. Technical Proposal and Fee Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Bidder Information Sheet
3. Public Disclosure Statement 
4. Non-Collusion Affidavit 
5. Affirmative Action Supplement 
6. Certified or Cashier’s Check or Bid Bond 
7. New Jersey Business Registration Certification 

\*IN THE EVENT THAT ANY OF THE ABOVE DOCUMENTS ARE NOT PROPERLY COMPLETED AND ENCLOSED WITH THE BID PACKAGE, SAID BID SHALL BE REJECTED.

 **EXHIBIT 1**

**BIDDER INFORMATION STATEMENT**

All vendors or suppliers of goods and services, submitting bids according to specifications contained herein, please fill in information as required.

If bidder is incorporated give the following information:

Corporation Name: 

State of Corporation: 

Date of Incorporation: 

Address or Principal Office: 

Give name and title of office or agent in charge of said office, and with the appropriate authority, upon which notice may be legally served.

 Name: 

 Title: 

 Address: 

 

 Telephone #: 

BIDDER(S) SIGNATURE(S) 

 Name: 

Title: 

P.L. 1977, Chapter 22, Approved March 8, 1977

AN ACT requiring corporate “and Partnership” bidders for State, County, Municipal or Social District contracts to submits a list of the names and addresses of all stockholders owning 10% or more of their corporate stockholders “or” in the case of a partnership, the names and addresses of those partners owning a 10% greater interest therein.

 BE IT ENACTED by the Senate and General Assembly of the State of New Jersey

1. No corporation or partnership, shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or without any public funds, by the State, County, Municipality, or School District, or by any authority, board, or commission which exercises government functions, unless prior to the receipt of the bid (of said corporation)or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation “or partnership” who own 10% or more of its stock, of any class or of individual partners in the partnership who own 10% or greater interest therein, as the case may be. If one or more such stockholders “or partner” is itself a corporation “or partnership”, the stockholders holding 10% or more of that corporation’s stock or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every (stockholder owning 10% of the stock of the bidding corporation of 10% of the stock of a corporate stockholder owning 10% of the stock of the bidding corporation or 10% of the stock of a corporate stockholder owning 10%of the stock of the bidding corporation or their corporate stockholders are submitted) non-corporate stockholders, and individual partner, exceeding the 10% ownership criteria established in this act has been listed.
2. THIS ACT SHALL TAKE EFFECT IMMEDIATELY

**Exhibit 2**

**The Parking Authority**

**Of the City of Camden**

**New Jersey**

Public Disclosure Information

 Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, County, Municipality, or School District 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. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock of any class, or all individual partners in the partnership who own a 10% or greater interest therein. **FAILURE TO SUPPLY THIS INFORMATION WITH YOUR COPY OF PROPOSAL WILL BE CAUSE REJECTION OF BID.**

NAME ADDRESS PERCENT

  

  

  

  

  

Name of Firm 

Is Firm a Corporation Yes  No 

State in which Incorporated 

Is Firm a Partnership? Yes  No 

THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Subscribed and sworn to and before me

This day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014; 

 Signature

 

 Notary Public of 

Address

**Exhibit 3**

**Non-Collusion Affidavit**

**STATE OF NEW JERSEY )**

 **ss.**

**COUNTY OF )**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of full age, being dully sworn according to the law on my oath depose and say that

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of the firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

the bidder making the Proposal for the above named Contract, and that I executed said Proposal with full authority so to do, 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 knowledge that the Parking Authority relies upon truth of the statement contained in this affidavit in awarding the contract for the said contract.

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 or contingent fee, except bond fide employees or bona fide established commercial or selling agencies maintained by:

 

 Name of Contractor

 

 Print Name

Subscribed and sworn to and before me

This day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014;

Notary Public of \_\_\_\_\_\_\_\_\_\_

My Commission Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit 4**

**Affirmative Action Supplement**

In accordance with the law against discrimination of the State of New Jersey N.J.S.A 10:2-1 et., seq., a certification regarding nondiscrimination in employment on public contracts is required of bidders or prospective contractors and their proposed subcontractors to the award of contracts or subcontracts.

**CERTIFICATION OF BIDDERS REGARDING NON-DISCRIMINATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that:

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such material, equipment, supplies or services to be acquired under this contract. I, nor any person acting on my behalf, shall, by reason of race, creed, color, national origin, ancestry, marital status or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates:
2. I, nor any persons on my behalf, shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing or any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status or sex;
3. I acknowledge that there may be deducted from the amount payable to the contractor by the Parking Authority of the City of Camden, under this contract, a penalty of $50.00 for each person, for each calendar day during which such person is discriminated against or intimidated in violation of the provision of the contract;
4. That this contract may be canceled or terminated by The Parking Authority of the City of Camden, and all money due or to become due hereunder may be forfeited, for violation of this section of the contract occurring after notice to the contractor from The Parking Authority of the City of Camden of any prior violations of this section of the contract.



 Name of Contractor or Subcontractor



Signature



Title



Date

**REQUIRED EQUAL EMPLOYMENT OPPORTUNITY EVIDENCE**

Procurement, Professional and Services Contract

All respondents must submit along with their proposal one of the following:

1. Photo copy of your Federal Letter of Affirmative Action Plan Approval

OR

1. Photo Copy of your Certificate of Employee Information Report

OR

1. A COMPLETED EEO Employee Information Report AA#02

**THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A 10:5-31 et seq., N.J.A.C 17:27**

**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, or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are action to ensure that such applicants are recruited and employed, and that employees are treated fairly during employment with regard to their race, age, creed, color, nationality, marital status, sexual orientation or sex. Such action shall include but not be limited to the following: employment, upgrading, demotion, 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 send to each labor union or representative of workers with which it has collective bargaining agreement or other contractor 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 regulations promulgated by the Treasurer pursuant to **N.JS.A. 10-531 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith 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 does not discriminate on the basis of age, creed, color, nationality, ancestry, marital status, 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 personal testing, conforms to the principles of job related testing, as established by applicable Federal Law and applicable Federal court decisions.

In conforming to applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoffs to ensure that all such actions are taken without regard to race, age, creed, color, nationality, ancestry, marital status, sexual orientation, or sex consistent with statutes and court.

The contractor and its contractor’s shall furnish such reports or other documents to the Division of

Contract Compliance & EEO as may be requested by the Division from time to time, in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administration Code at N.J.A.C. 17:27**.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 pRINT NAME OF cOMPANY/FIRM PRINT NAME

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SIGNATURE