



**NEW JERSEY SPORTS & EXPOSITION AUTHORITY**

One DeKorte Park Plaza  
Lyndhurst, New Jersey 07071  
(201) 460-1700

**REQUEST FOR PROPOSALS**

**COMMUNICATIONS PROFESSIONAL OR FIRM  
TO PROVIDE COMMUNICATIONS SERVICES**

**Release Date:** September 19, 2023  
**Due Date:** October 16, 2023



One DeKorte Park Plaza, Lyndhurst, NJ 07071

## **PUBLIC NOTICE**

### **PROPOSALS WANTED FOR A COMMUNICATIONS PROFESSIONAL OR FIRM TO PROVIDE COMMUNICATIONS SERVICES TO THE NJSEA**

The New Jersey Sports and Exposition Authority (NJSEA) is seeking proposals for a communications professional or firm to provide and assist the Authority with communications services. The contract is anticipated to commence in November 2023 and extend for one year, with the option for two (2) one (1) year extensions of the term.

To be considered, the proposal submittal must be received at the following address no later than 3:00p.m. October 16, 2023:

**New Jersey Sports and Exposition Authority  
1 DeKorte Park Plaza  
Lyndhurst, New Jersey 07071  
Attention: Lisa LeBoeuf, Esq.  
Attorney, Legal Department**

Documents for the proposed work are available for download from our website. Anyone downloading a copy of this RFP from the NJSEA website is required to send a notice of interest to Lisa LeBoeuf, Esq. at [LLeBoeuf@njsea.com](mailto:LLeBoeuf@njsea.com), which should include contact name, company name, address, telephone number, and an email address in order to receive any addenda.

Any questions regarding this proposal, in accordance with the published RFP, should be directed **in writing** to Lisa LeBoeuf, Esq. at [LLeBoeuf@njsea.com](mailto:LLeBoeuf@njsea.com) (no phone calls, please) no later than 12:00 pm on September 28, 2023. Responses to questions will be sent to everyone providing an email address.

Proposals will be received at the above Lyndhurst address until 3:00 p.m., prevailing time, on October 16, 2023. Proposals will not be accepted after the above time and date.

In accordance with Public Law 2004, c.57, the NJSEA may only enter into contracts with Bidders who provide proof of valid business registration with the Division of Revenue in the Department of Treasury, of the State of New Jersey. Such proof must be submitted concurrently with the proposal.

NJSEA reserves the right to reject any and all proposals and, so far as permitted by law, to waive any irregularity or informality with respect to any proposal. The NJSEA further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. In the event that all proposals are rejected, the NJSEA reserves the right to re-solicit proposals.

Equal Employment Opportunities Requirement - Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Lisa LeBoeuf, Esq.

Attorney

New Jersey Sports and Exposition Authority

**REQUEST FOR PROPOSAL  
COMMUNICATIONS PROFESSIONAL SERVICES**

**TABLE OF CONTENTS**

**SECTION A**

<b>1.0</b>	Introduction and Background	1
<b>2.0</b>	Purpose and Intent	1
<b>3.0</b>	Definitions	1-2
<b>4.0</b>	Scope of Work	2-3
<b>5.0</b>	Instructions for Preparation and Submission of Proposal	3-4
<b>6.0</b>	Oral Presentation and/or Clarification of Proposal	4
<b>7.0</b>	Inquiries	4-5
<b>8.0</b>	NJSEA Evaluation Criteria	5-6
<b>9.0</b>	Contract Term	6
<b>10.0</b>	NJSEA Reservation	6
<b>11.0</b>	Deadline & Other Important Dates	6-7
<b>12.0</b>	Facsimile/Electronic Proposals	7
<b>13.0</b>	Public Records Access	7
<b>14.0</b>	Proposal Irregularities	7
<b>15.0</b>	N.J. Affirmative Action Requirements	7-9
<b>16.0</b>	Insurance Requirements	9-10
<b>17.0</b>	Conflicts of Interest	10
<b>18.0</b>	Sales Tax	10
<b>19.0</b>	Offers of Gratuities	11-12
<b>20.0</b>	Requirements of PL 2005, Ch. 51 and EO 117	12-15
<b>21.0</b>	Notice of Setoff for State Taxes	15
<b>22.0</b>	N.J. Prompt Payment Act	15-16
<b>23.0</b>	Business Registration	16
<b>24.0</b>	N.J. Equal Pay Act	16
<b>25.0</b>	Indemnification	16

**SECTION B Required Forms**

Form #1	Fee Schedule
Form #2	Contact Information
Form #3	Bidder's Disclosure Form
Form #4	Bidder's Affidavit of Authorization
Form #5	Non-Collusion Affidavit
Form #6	N.J. Business Registration Requirement
Form #7	Public Law 2005, Chapter 51 Certification & Disclosure and E.O. 117
Form #8	Public Law 2005, Chapter 271
Form #9	Ownership Disclosure Form
Form #10	Disclosure of Investment Activities in Iran
Form #11	MacBride Principles Form
Form #12	Cert. of Non-Involvement in Prohibited Activities in Russia or Belarus
Form #13	Set-Off for State Taxes

## **1.0 Introduction and Background**

The New Jersey Sports and Exposition Authority (NJSEA) is seeking to select a well-qualified Communications Professional or Firm to provide and assist the Authority with Communications Services and to award a one (1) year contract with the option for two (2) one (1) year extensions of the term.

RFP Respondents must meet all minimum qualification criteria specified within the Request for Proposal, and demonstrate their qualifications to perform the scope of work required by the NJSEA. It is the intent of the NJSEA to award a contract to the responsible bidder whose proposal, conforming to this RFP, is most advantageous to the NJSEA, price and other factors considered. The NJSEA, however, reserves the right to separately procure individual requirements that are the subject of the Contract during the Contract term, when such action is deemed to be in the best interest of the NJSEA.

## **2.0 Purpose and Intent**

The purpose of the RFP is to solicit Proposals from well-qualified communications professionals or firms and to award a contract to a single communications professional or firm to provide communications services to the NJSEA, on an on-call basis, as more fully set forth in Section 4.0, Scope of Work, of this RFP.

The selected professional or firm shall work for the NJSEA on a monthly Fixed Fee basis. The following is a list of examples of the types of services the Respondent will be requested to provide: strategic planning; copy and news writing; social media and online content writing; stakeholder engagement; website content and evaluation; and special communications projects and initiatives related to the NJSEA's statutory mandates and programs.

## **3.0 Definitions**

- "Addenda" or "Addendum" are written or graphic instruments issued by NJSEA prior to the RFP Submission Deadline that modify or interpret the RFP Documents by additions, deletions, clarifications, or corrections.
- "Amendment" – An alteration or modification of the terms of a contract between the Authority and the Contractor. An amendment is not effective until approved in writing by the Authority.
- "As Needed" or "on-call" – Work undertaken at the discretion and request of the NJSEA, including in response to standing instructions from the NJSEA.
- "Authority" or "NJSEA" – The New Jersey Sports and Exposition Authority.
- "Bidder" - An individual or business entity submitting a Proposal in response to this RFP.



- "Business Day" – Any weekday, excluding Saturdays, Sundays, Authority legal holidays, and State-mandated closings unless otherwise indicated.
- "Calendar Day" – Any day, including Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.
- "Chief Executive Officer (CEO)" – The Individual, or his/her designee, who has authority as the Chief Contracting Officer for the NJSEA.
- "Contract" – The Contract for Communication Services, the subject of this RFP.
- "Contractor" – The responsible Bidder/Respondent awarded a contract resulting from this RFP.
- "Evaluation Committee" – The Authority staff assigned to review and evaluate Proposal(s) submitted in response to this RFP and to recommend a contract award to the NJSEA Board of Commissioners.
- "Project(s)" – The undertaking of services that are the subject of this RFP.
- "Respondent" – An individual or business entity submitting a Proposal in response to this RFP.
- "Fixed Fee" – An agreed upon all-inclusive monthly fee paid to the Contractor for on-call services provided.
- "RFP" or "RFP Documents" means Request for Proposal or associated documents pursuant to RFP.
- "RFP Submission Deadline" means the date and time that RFP Responses are due to NJSEA.
- "RFP Response" or "Response" means a complete / conforming Response that satisfied the terms, and minimum qualification requirements of this RFP.

#### **4.0 Scope of Work**

- 4.1** NJSEA seeks to retain a communications professional or firm for on-call communications services.

Respondents will be required to submit their qualifications, experience, capabilities, and other information for RFP Response evaluation. In its evaluation of responses to this RFP, the NJSEA shall consider the experience and qualifications of the communication professional or firm and its staff along with its ability to complete assignments in a timely manner, of similar scope, size, and complexity, as demonstrated through resumes and narratives. Additionally, a price proposal structured as an all-inclusive lump sum monthly fee to provide on-call communications services to the NJSEA, as outlined above and herein, shall be required.

- 4.2** The NJSEA will award a contract to the selected Respondent to provide on-call general communications services to the NJSEA that may include the tasks such as those detailed in the non-exhaustive list below.

General scope of Communications Services the Contractor can expect to be on-call to provide and assist NJSEA staff are as follows:

1. Press releases;
2. Responses to Press and Stakeholders;
3. Strategic planning;
4. Copy writing;
5. Drafting annual reports for NJSEA and the Meadowlands Conservations Trust;
6. Press outreach;
7. Preparing materials for public events, including environmental, scientific, sporting, and entertaining, up to and including international sporting and entertaining events;
8. Stakeholder engagement;
9. Social media and online content creation; and
10. Website content creation and review.

Respondents are encouraged to visit the Authority's website at [www.NJSEA.com](http://www.NJSEA.com) for more information on the Authority.

## **5.0 Instructions for Preparation and Submission of Proposal**

The Responder's submission must include:

- Original unbound proposal and six (6) copies.
- Respondent must submit a **fee schedule**. (See Form #1).
- Proposal must include one specific contact person for the Respondent name, along with contact information including an address, telephone number and email address. (See Form #2).
- A valid New Jersey Business Registration. Effective September 1, 2004, pursuant to an amendment to N.J.S.A. 52:32-44, State and local entities (including the NJSEA) are prohibited from entering into a contract unless the contractor has provided a copy of its business registration certificate (or interim registration) as part of its proposal submission. Information concerning business registration may be obtained at the Division of Revenue website, <http://www.state.nj.us/treasury/revenue/>.
- The following required forms must be completed and submitted with the proposal:

Form #1 – Fee Schedule

Form #2 – Contact information

Form #3 – Bidder’s Disclosure Form  
Form #4 – Bidder’s Affidavit of Authorization  
Form #5 – Non-Collusion Affidavit  
Form #6 – N.J. Business Registration Requirement  
Form #7 – P.L. 2005, Ch. 51 Certification/EO0117  
Form #8 – P.L. 2005, Ch. 271  
Form #9 – Ownership Disclosure Form  
Form #10 – Disclosure of Investment Activities in Iran  
Form #11 – MacBride Principles Form  
Form #12 – Cert. of Non-Involvement in Prohibited Activities  
in Russia or Belarus  
Form #13 – Setoff for State Taxes

## **6.0 Oral Presentation and/or Clarification of Proposal**

After the Proposals are reviewed, one, some or all of the Respondents may be asked to clarify certain aspects of their Proposals. A request for clarification may be made to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies or material omissions or revise or modify a Proposal, except to the extent that correction of apparent clerical mistakes results in a modification. The Respondent may be required to give an oral presentation to the Authority concerning its Proposal. Oral presentations or interviews may be conducted in-person or virtually, at the Authority’s discretion. Respondent may not attend the oral presentations of their competitors. It is within the Authority’s discretion whether to require the Respondent(s) to give an oral presentation or require the Respondent(s) to submit written responses to questions regarding its Proposal. Action by the Authority in this regard should not be construed to imply acceptance or rejection of a Proposal. The contact designated herein will be the sole point of contact regarding any request for an oral presentation or clarification.

## **7.0 Inquiries**

Requests for clarifications and/or questions related to this RFP must be submitted in writing via regular mail or electronic mail, and received no later than noon, September 28, 2023. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail and certified mail in the form of addenda to all parties who picked up a copy of the RFP from the NJSEA and to those parties that notified the NJSEA of their participation in accordance with the notice on the front

page of this document. Additionally, all bid documents, including addenda, will be posted, and can be obtained on the NJSEA website. Address all inquiries to:

Lisa LeBoeuf, Esq.  
Legal Department, NJSEA  
1 DeKorte Park Plaza  
Lyndhurst, New Jersey 07071  
LLeBoeuf@njsea.com

## **8.0 NJSEA Evaluation Criteria**

- a) Evaluation Committee  
Submitted proposals will be evaluated by an Evaluation Committee composed of NJSEA staff members.
- b) Review of Proposals  
The Evaluation Committee will use a point formula during the review process to score proposals. Total scores will be determined by adding the points received for each section.
- c) Evaluation Criteria and Points:

### ***Section I***

***Points 0-20***

Personnel – The qualifications and experience of the Respondent’s management, supervisory, and key personnel assigned to the contract. The Respondent must submit a resume for each member of management and key personnel involved in the project.

### ***Section II***

***Points 0-20***

Experience of the Entity – The Respondent’s documented experience in successfully completing contracts or projects of a similar size and scope (including relevant work experience of key personnel) in relation to the work required by this RFP (complete with business references for each similar contract or project). Evaluation under this Section will be based, in part, on the Respondent’s submitted narratives and references. The Respondent’s demonstrated relevant experience with print and social media in the Meadowlands Region and/or New Jersey.

### ***Section III***

***Points 0-40***

Ability of the Entity to complete the Scope of Work based on its Proposal – The Respondent’s demonstration that the Respondent understands the requirements of the scope of work and presents an approach that will permit

the successful performance of such services required by the NJSEA. (The Respondent's demonstrated commitment and ability to provide on-call communication services are critical and will be closely evaluated.)

***Section IV***

***Points 0-20***

Respondent's Fee Schedule – Respondents must submit a separate fee schedule setting forth an all-inclusive proposed monthly Fixed Fee that shall be based on approximate 25-hours of work per month, which may vary depending on Authority need, to provide on-call services as set forth in this RFP.

**9.0 Contract Term**

The term of the initial contract shall be for one (1) year with the possibility of two (2) one (1) year extension options, which shall be exercised at the NJSEA's sole discretion.

The NJSEA may cancel the contract due to non-performance or failure to conform to contract requirements after a 30-day written notice is provided to the Contractor.

**10.0 NJSEA Reservation**

NJSEA reserves the right to accept or reject any or all proposals, in whole or in part, as deemed in the best interest of the NJSEA.

- a) This proposal request does not commit the NJSEA to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b) The proposals will become part of NJSEA files without any obligation on NJSEA's part.
- c) The Respondent shall not offer any gratuities, favors, or anything of monetary value to any official or employee of NJSEA for any purpose.
- d) NJSEA has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either identical or revised specifications.
- e) NJSEA reserves the right to request clarifications of any proposal.

**11.0 Deadlines and Other Important Dates**

RFP Release Date	September 19, 2023
Deadline for Questions	Noon, September 28, 2023
NJSEA Addenda/Responses to Questions issued	October 6, 2023
Proposal Due Date	3:00 pm, October 16, 2023
Approval by NJSEA Board	October 26, 2023

Proposals are to be delivered to:

Lisa LeBoeuf, Esq.  
Legal Department, NJSEA  
1 DeKorte Park Plaza  
Lyndhurst, New Jersey 07071

The package containing your proposal must show the name of the Respondent and must be clearly marked in the lower left-hand corner **"Proposal – Communication Services."** Any proposal or unsolicited amendments to a proposal received after the Proposal Due Date and time will not be considered.

#### **12.0 Facsimile/Electronic Proposals**

Facsimile/electronic proposals are **not acceptable** for this RFP.

#### **13.0 Public Records Access**

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal records may not be available for public inspection prior to issuance of the notice of intent to award the contract.

Subsequent to an award, any proposals submitted in conjunction with this request will become a public record and consequently may be open for public inspection in response to a request. Please note that the NJSEA may not necessarily be able to withhold from public access, information submitted as part of a proposal that is considered confidential or proprietary by the proposing financial institution.

#### **14.0 Proposal Irregularities**

The NJSEA reserves the right to waive minor errors or irregularities in any proposal at its sole discretion.

#### **15.0 New Jersey Affirmative Action Requirements**

Mandatory Equal Employment Opportunity Language

N.J.S.A. 10:5-31 et seq. (PL. 1975, C.127) N.J.A.C. 17:27-1.1 et seq.

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

- The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual



orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not 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 to the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

- The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.
- The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
- The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, 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 personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
  - Letter of Federal Affirmative Action Plan Approval;
  - Certificate of Employee Information Report;
  - Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).
- The Contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1et seq.

## **16.0 Insurance Requirement**

The selected Respondent shall be required to furnish the NJSEA with satisfactory proof that it has obtained the insurance described below from insurance companies

or underwriters satisfactory to the NJSEA. The Respondent shall keep such insurance in force until each and every obligation assumed under the Contract has been fully and satisfactorily performed.

The selected Respondent shall be required to furnish the NJSEA certificates for the following types of insurance showing the type, amount, and class of operations insured, and the effective and expiration dates of the policies.

**Professional Liability Insurance** - shall be maintained during the course of this agreement. Said insurance shall consist of an errors and omissions policy in the amount of one million dollars (\$1,000,000). The Respondent shall pay any policy deductibles. Any and all subcontractors also must maintain insurance to cover their work associated with the project or alternatively such subcontractors must be insured under the policy of the Respondent.

**Compensation Insurance** - coverage "B," as required by state law for all employees who will be engaged in the work associated with this Contract. The Respondent shall require all subcontractors to provide similar workmen's compensation insurance for all of their employees, unless those employees are covered under the Respondent's insurance. If any employees engaged in hazardous work under this Contract are not protected under the workmen's compensation statute; the Respondent (and any subcontractors) shall also provide adequate employer's liability insurance protection of those employees.

All insurance certificates shall stipulate that the insurance will not be changed or canceled without giving at least 30 days written notice to NJSEA by certified mail.

#### **17.0 Conflicts of Interest**

Respondents must identify and submit with their proposal any existing or potential conflicts of interest, as well as their representation of parties or other relationships that might be considered a conflict of interest and might affect or involve this assignment of the New Jersey Sports & Exposition Authority. Any such disclosure shall be supplemented as necessary on an ongoing basis.

#### **18.0 Sales Tax**

The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State's Federal Excise Tax Exemption number is 22-1946838.

## **19.0 Offer of Gratuities**

- A. No Respondent shall pay, offer to pay, or agree to pay either directly or indirectly, any fee commission, compensation, gift, gratuity, or other item of value of any kind to any State officer or employee or special State officer or employee (as defined by NJSA 52:13D-13b. & e.) in the Department of the Treasury or any other agency with which such Respondent transacts or offers or proposes to transact business, or to any member of the immediate family (as defined by NJSA 52:13D-13i.) of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of NJSA 52:13D-13g.
- B. The solicitation of any fee, commission, compensation, gift, gratuity, or other item of value by any State officer or employee, or special State officer or employee, from any State Respondent shall be reported in writing forthwith by the Respondent to the Attorney General and the Executive Commission on Ethical Standards.
- C. No Respondent may, directly or indirectly, undertake any private business, commercial, or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such Respondent to, any State officer or employee, having any duties or responsibilities in connection with the purchase, acquisition, or sale of any property or services by (or to) any State agency or any instrumentality thereof; or with any person, firm, or entity with which he is employed or associated, or in which he has an interest within the meaning of NJSA 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee, or special State officer or employee, upon a finding that the present or proposed relationship does not present the potential, actuality, or appearance of a conflict of interest.
- D. No Respondent shall influence, attempt to influence, or cause to be influenced, any State officer or employee, or any special State officer or employee, in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- E. No Respondent shall cause or influence, or attempt to cause or influence, any State officer or employee, or special State officer or employee, to use (or

attempt to use) his official position to secure unwarranted privileges or advantages for the Respondent or any other person.

- F. The provisions cited above in paragraphs A through E shall not be construed to prohibit a State officer or employee, or special State officer or employee, from receiving gifts from (or contracting with) Respondents under the same terms and conditions as are offered or made to members of the general public, subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph C. above.

## **20.0 Requirements of Public Law 2005, Chapter 51, N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134) and Executive Order 117 (2008)**

- A. In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, then-Governor James E. McGreevey issued Executive Order 134 on September 22, 2004. To this end, Executive Order 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. Executive Order 134 was superseded by Public Law 2005, c. 51, which was signed into law on March 22, 2005 ("Chapter 51").

On September 24, 2008 Governor Jon S. Corzine issued Executive Order No. 117 ("E.O. 117"), which is designed to enhance New Jersey's efforts to protect the integrity of procurement decisions and increase the public's confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Pursuant to the requirements of this Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

- B. Definitions – For the purpose of this section, the following shall be defined as follows:
- "Reportable Contributions" – Contributions, including in-kind contributions, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.
  - "Business Entity" – Means any natural or legal person, business corporation, professional services corporation, limited liability company,

partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation, any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation, any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of "business entity", that individual's spouse or civil union partner and any child residing with that person.<sup>1</sup>

- "Officer" - A president, vice president with senior management responsibility, secretary, treasurer, chief executive officer, or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.
- "Partner" - One of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

C. BREACH OF TERMS OF THE LEGISLATION – It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any

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<sup>1</sup> Contributions made by a spouse, civil union partner or resident child to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides are permitted.



candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

#### D. CERTIFICATION AND DISCLOSURE REQUIREMENTS:

1. The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, to any State, county, municipal political party committee, or to any legislative leadership committee during certain specified time periods.
2. Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by either Chapter 51 or Executive Order 117 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. 527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at: <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

3. Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at shall be provided to the intended awardee with the Notice of Intent to Award.
- E. **STATE TREASURER REVIEW** – The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.
  - F. **ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271** – Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if the filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

#### **21.0 Notice of Setoff for State Taxes**

- A. Pursuant to the N.J.S.A. 54:49-19, if the contractor is entitled to payment under the Contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State), the NJSEA may set off that payment by the amount.
- B. The Bidder shall certify acknowledgement of this by completing Form #14 in the Required Forms Section.

#### **22.0 New Jersey Prompt Payment Act**

The New Jersey Prompt Payment Act (N.J.S.A. 52:32-32 et seq.) requires state agencies to pay for goods and services within sixty (60) days of agency's receipt of a properly executed State Payment Voucher or within sixty (60) days of the receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the state prior to processing any payments for goods and services accepted by State agencies. Interest will be paid on delinquent accounts at a rate established by the State



Treasurer. Interest will not be paid until it exceeds \$5.00 per properly executed invoice.

### **23.0 Business Registration**

Pursuant to N.J.S.A. 52:32-44, the State is prohibited from entering into a contract with an entity unless the Respondent and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, must comply with P.L. 2004, c. 57, which requires the Contractor and its subcontractor to collect and remit applicable State sales and use tax to the New Jersey Division of Taxation on the sale of all goods and services in the State of New Jersey subject to the provision of the "Sales and Use Tax Act, "P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

### **24.0 New Jersey Equal Pay Act**

#### STATE LAW REQUIRING MANDATORY COMPLIANCE BY CONTRACTORS UNDER CIRCUMSTANCES SET FORTH IN LAW OR BASED ON THE TYPE OF CONTRACT:

Pursuant to N.J.S.A. 34:11-56.14, and in accordance with P.L. 2018, c. 9, also known as the Diane B. Allen Equal Pay Act, a contractor performing "qualifying services" or "public work" to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>."

### **25.0 Indemnification**

The Respondent selected pursuant to this RFP shall indemnify the NJSEA and its members, officers and employees against any claim arising out of or resulting from performance of the Respondent's services contemplated by this RFP.

Form 1 – Fee

Fee Schedule

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

**All-inclusive Proposed Monthly Fixed Fee Amount:** \_\_\_\_\_

Form 2

Contact Information

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

Respondent Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

DISCLOSURE FORM

Each bidder is required to furnish below the names and addresses of all corporate stockholders who own 10% or more of the stock of said corporation. In case of a partnership, the names and addresses of all partners who have a 10% or greater interest in the partnership shall be provided.

NEW JERSEY SPORTS & EXPOSITION AUTHORITY

AFFIDAVIT OF AUTHORIZATION

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

ss:

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

\_\_\_\_\_, being duly sworn, deposes and says that  
he resides at \_\_\_\_\_, that he is the  
(TITLE) \_\_\_\_\_ who signed the Bid for this Contract,  
that he was duly authorized to sign, that the Bid is a true offer of the Bidder, that the seal attached is the  
seal of the Bidder, and that all declarations and statements contained in the Bid are true to the best of his  
knowledge and belief.

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

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires on \_\_\_\_\_

NEW JERSEY SPORTS & EXPOSITION AUTHORITY

NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_  
County of \_\_\_\_\_ ss:

I, (NAME) \_\_\_\_\_, of  
(MUNICIPALITY) \_\_\_\_\_ in the  
County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn to the  
law, on my oath depose and say that :

I am the (TITLE) \_\_\_\_\_ of (COMPANY) \_\_\_\_\_  
\_\_\_\_\_, the Bidder making the Bid for this Contract;

I execute the said Bid with full authority to do so;

The Bidder has not directly or indirectly entered into any agreement, participated in any collusion  
or otherwise taken any action to restrain free, competitive bidding in connection with the above  
named Project; and,

All statements contained in said Bid, and in this affidavit, are true, correct, and made with the full  
knowledge that the New Jersey Sports & Exposition Authority relies upon the truth of the  
statements contained in the Bid and this affidavit in awarding the Contract for the Project.

I further warrant that no person or selling agency has been employed or retained to solicit or  
secure such Contract upon an 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

(NAME OF BIDDER) \_\_\_\_\_

(N.J.S.A. 52:34-15)

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires on \_\_\_\_\_

**INFORMATION AND INSTRUCTIONS**  
**For Completing the “Two-Year Chapter 51/Executive Order**  
**333 Vendor Certification and Disclosure of Political**  
**Contributions for Non-Fair and Open Contracts” Form**

**Background Information**

New Jersey law insulates the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. P.L.2005, c.51, as amended by the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”) and Executive Order No. 333 (2023).

**For Contracts Awarded Pursuant to a Fair and Open Process**

Pursuant to P.L.2005, c.51, as amended by the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”), and Executive Order No. 333 (2023), contracts awarded pursuant to a fair and open process do **not** require a certification or disclosure of any solicitation or contribution of money, or pledge of contribution, including in-kind contributions.

**For Contracts Awarded Pursuant to a Non-Fair and Open Process**

Pursuant to P.L.2005, c.51, as amended by the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”), and Executive Order No. 333 (2023), the State shall not enter into a Contract to procure services or any material, supplies or equipment, or to acquire, sell, or lease any land or building from any Business Entity, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a Continuing Political Committee or to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor during certain specified time periods.

**Definitions:**

A “fair and open process” means, at a minimum, that the contract shall be: publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. A contract awarded under a process that includes public bidding or competitive contracting pursuant to State contracts law shall constitute a fair and open process. N.J.S.A. 19:44A-20.23 (P.L.2005, c.51, rev. P.L.2023, c.30).

A “Continuing Political Committee” means any political organization (a) organized under section 527 of the Internal Revenue Code; and (b) consisting of any group of two or more persons acting jointly, or any corporation, partnership, or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$5,500 to the aid or promotion of the candidacy of an individual, or of the candidacies of individuals, for elective public office, or the passage or defeat of a public question or public questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent election, provided that the group, corporation, partnership, association or other organization has been determined to be a continuing political committee by the New Jersey Election Law Enforcement Commission under N.J.S.A.19:44A-8(b)(8). A Continuing Political Committee does not include a “political party committee,” a “legislative leadership committee,” or an “independent expenditure committee,” as defined in N.J.S.A. 19:44A-3.

**Two-Year Certification Process**

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form **for Non-Fair and Open Contracts** is valid for a two (2) year period. Thus, if a Business Entity and/or vendor receives approval on January 1, 2022, the certification expiration date would be December 31, 2023. Any change in the Business Entity’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51 forms to the contracting State Agency. **Please note that it is the Business Entity’s responsibility to file new forms with the State should these changes occur.**



## **State Agency Instructions**

Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bsol/>) to check the status of a Business Entity's Chapter 51 certification before contacting the Review Unit's mailbox at [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov). If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the Business Entity is not registered in NJSTART, then the State Agency should send an e-mail to [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov) to verify the certification status of the Business Entity. If the response is that the Business Entity is NOT within an approved two-year period, then forms must be obtained from the Business Entity and forwarded for review. If the response is that the Business Entity is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

### **Instructions for Completing the Form**

#### **"For State Use Only" box**

This box/section should **only** be filled out by the contracting State agency.

The contracting State agency must check the box indicating whether this is a fair and open contract. Please note that if the answer is **YES**, the **Chapter 51 form is not required** and should not be submitted as per the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 ("Chapter 51") and Executive Order No. 333 (2023).

**NOTE:** Parts 1, 2 and 3 of the form should be filled out the Business Entity.

#### **Part 1: BUSINESS ENTITY INFORMATION**

**Business Name** – Enter the full legal name of the Business Entity, including trade name if applicable.

**Address, City, State, Zip and Phone Number** – Enter the Business Entity's street address, city, state, zip code and telephone number.

**Vendor Email** – Enter the Business Entity's primary email address.

**Vendor FEIN** – Please enter the Business Entity's Federal Employment Identification Number.

**Business Type** – Check the appropriate box that represents the Business Entity's type of business formation.

**Listing of officers, shareholders, partners or members** – Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

#### **Part 2: DISCLOSURE OF CONTRIBUTIONS**

Read the two (2) types of political contributions that require disclosure and, if applicable, provide the recipient's information.

**Name of Recipient** – Enter the full legal name of the recipient.

**Address of Recipient** – Enter the recipient's street address.

**Date of Contribution** – Indicate the date the contribution was given.

**Amount of Contribution** – Enter the dollar amount of the contribution.

**Type of Contribution** – Select the type of contribution from the examples given.

**Contributor's Name** – Enter the full name of the contributor.

**Relationship of the Contributor to the Vendor** – Indicate the relationship of the contributor to the Business Entity. (e.g., officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

**NOTE:** If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information within Part 2 if no reportable contributions have been solicited or made by the Business Entity. **This box must be checked if there are no contributions to report.**

### **Part 3: CERTIFICATION**

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the Business Entity and all individuals and/or entities whose contributions are attributable to the Business Entity. No additional Certification and Disclosure forms are required if BOX A is checked.

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the Business Entity and all individuals and/or entities whose contributions are attributable to the Business Entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the Business Entity only. Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the Business Entity and must be included with the Business Entity submittal.

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the Business Entity is completing a separate Certification and Disclosure form.

**Read the five statements of certification prior to signing.**

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

#### **State Agency Procedure for Submitting Form(s)**

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov) or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

#### **Business Entity Procedure for Submitting Form(s)**

- The Business Entity should return this form to the contracting State Agency.
- The Business Entity should also submit the Certification and Disclosure form directly to the Chapter 51 review Unit only when:
- The Business Entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The Business Entity had a change in its ownership structure; OR
- The Business Entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

#### **Questions & Information**

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) as amended by the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 ("Chapter 51") and Executive Order No. 333 (2023) or may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo333questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <https://www.state.nj.us/treasury/purchase/execorder333.shtml>.



State of New Jersey  
Department of the Treasury

Two-Year Chapter 51 /Executive Order 333 Vendor Certification and  
Disclosure of Political Contributions for Non-Fair and Open Contracts

**FOR STATE USE ONLY**

Solicitation, RFP, or Contract No. \_\_\_\_\_ Award Amount \_\_\_\_\_

Is the contract being awarded pursuant to a "fair and open process" pursuant to P.L.2023, c.30? Yes ☐ No ☐

Description of Services \_\_\_\_\_

State Agency Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

☐ Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting  
recertification ☐**

**Part 1: Business Entity Information**

Full Legal Business Name \_\_\_\_\_  
(Including trade name if applicable)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_ Vendor FEIN (SS# if sole proprietor/natural person) \_\_\_\_\_

**Check off the business type and list below the required information for the type of business selected.  
MUST BE COMPLETED IN FULL**

- ☐ Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write
- ☐ Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS "sole officer" after the officer's name.)
- ☐ Partnership: LIST ALL PARTNERS with any equity interest
- ☐ Limited Liability Company: LIST ALL MEMBERS with any equity interest
- ☐ Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

**All Officers of a Corporation or PC**

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

**10% and greater shareholders of a corporation  
or all shareholders of a PC**

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

**All Equity partners of a Partnership**

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

**All Equity members of a LLC**

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

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.



**Part 2: Disclosure of Contributions by the Business Entity or any person or entity whose contributions are attributable to the Business Entity.**

**1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n).

**2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Candidate Committee for or Election Fund of any Gubernatorial candidate.

Full Legal Name of Recipient _____	
Address of Recipient _____	
Date of Contribution _____	Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____	
Contributor Name _____	
Relationship of Contributor to the Vendor _____	
<b>If this form is not being completed electronically, please attach additional contributions on separate page.</b>	
<a href="#">Remove Contribution</a>	<b>Click the "Add a Contribution" tab to enter additional contributions.</b>

Full Legal Name of Recipient _____	
Address of Recipient _____	
Date of Contribution _____	Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____	
Contributor Name _____	
Relationship of Contributor to the Vendor _____	
<b>If this form is not being completed electronically, please attach additional contributions on separate page.</b>	
<a href="#">Remove Contribution</a>	<b>Click the "Add a Contribution" tab to enter additional contributions.</b>

<a href="#">Add a Contribution</a>
------------------------------------

☐ Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.

**Part 3: Certification** (Check one box only)

- (A) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) ☐ I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) ☐ I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

- 1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.**
- 2. All reportable contributions made by or attributable to the business entity have been listed above.**

**3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:**

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to a candidate committee or election fund of any candidate for the public office of Governor or election fund of holder of public office of Governor.
- b) During the term of office of the current Governor to a candidate committee or election fund of a holder of the public office of Governor.
- c) Within the 18 months immediately preceding the last day of the sitting Governor's first term of office to a candidate committee or election fund of the incumbent Governor.

**4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to any candidate committee or election fund of any candidate or holder of the public office of Governor.**

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

**5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.**

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Date \_\_\_\_\_

**Procedure for Submitting Form(s)**

**The contracting State Agency should submit this form to the Chapter 51 Review Unit** when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

**The Business Entity should return this form to the contracting State Agency.** The Business Entity can submit this form directly to the Chapter 51 Review Unit only when it:

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

**Forms should be submitted either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov) , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.**



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 0230  
TRENTON, NEW JERSEY 08625-0230

VENDOR/BIDDER CERTIFICATION AND POLITICAL CONTRIBUTION DISCLOSURE FORM  
PUBLIC LAW 2005, CHAPTER 271

CONTRACT #: \_\_\_\_\_ VENDOR/BIDDER: \_\_\_\_\_

At least ten (10) days prior to entering into the above-referenced Contract, the Vendor/Bidder must complete this Certification and Political Contribution Disclosure Form in accordance with the directions below and submit it to the State contact for the referenced Contract.

**NOTE** that the disclosure requirements under Public Law 2005, Chapter 271 are separate and different from the disclosure requirements under Public Law 2005, Chapter 51 (formerly Executive Order 134). Although no Vendor/Bidder will be precluded from entering into a contract by any information submitted on this form, a Vendor's/Bidder's failure to fully, accurately and truthfully complete this form and submit it to the appropriate State agency may result in the imposition of fines by the New Jersey Election Law Enforcement Commission.

**DISCLOSURE**

The following is the required Vendor/Bidder Disclosure of all Reportable Contributions made in the twelve (12) months prior to and including the date of signing of this Certification and Disclosure to: (i) any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

The Vendor/Bidder is required to disclose Reportable Contributions by: the Vendor/Bidder itself; all persons or other business entities owning or controlling more than 10% of the profits of the Vendor/Bidder or more than 10% of the stock of the Vendor/Bidder, if the Vendor/Bidder is a corporation for profit; a spouse or child living with a natural person that is a Vendor/Bidder; all of the principals, partners, officers or directors of the Vendor/Contractor and all of their spouses; any subsidiaries directly or indirectly controlled by the Vendor/Bidder; and any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the Vendor/Bidder, other than a candidate committee, election fund, or political party committee.

"Reportable Contributions" are those contributions that are required to be reported by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c.83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-10.1 et seq. As of January 1, 2005, contributions in excess of \$300 during a reporting period are deemed "reportable."

Name and Address of Committee to which a Reportable Contribution was made	Date of Reportable Contribution	Amount of Reportable Contribution	Contributor's Name
Indicate "NONE" if no Reportable Contribution was made.			
		\$	
		\$	
		\$	
		\$	
Attach additional sheets if necessary			

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title





STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: \_\_\_\_\_ VENDOR {BIDDER}: \_\_\_\_\_

**PART 1**

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

**PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Are there any individuals, corporations, partnerships, or limited liability companies owning a <b>10% or greater</b> interest in the Vendor {Bidder}?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.</b><br/><b>IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTIONS 2 – 4 BELOW.</b></p>                         |                          |                          |
| 2. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties individuals?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties <b>corporations, partnerships, or limited liability companies</b> ?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If your answer to Question 3 is "YES", are there any parties owning a <b>10% or greater</b> interest in the corporation, partnership, or limited liability company referenced in Question 3? | <input type="checkbox"/> | <input type="checkbox"/> |

**IF ANY OF THE ANSWERS TO QUESTIONS 2 - 4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.**

**PART 2**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2 – 4 ANSWERED AS "YES".

If you answered "YES" for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

**INDIVIDUALS**

NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

**Attach Additional Sheets If Necessary.**

**PART 2 continued**  
**PARTNERSHIPS/CORPORATIONS/LIMITED LIABILITY COMPANIES**

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

*Attach Additional Sheets If Necessary.*

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature (Do not enter vendor ID as a signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
FEIN/SSN



## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

**BID SOLICITATION # AND TITLE:** \_\_\_\_\_

**VENDOR/BIDDER NAME:** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

**Entity Engaged in Investment Activities**  
**Relationship to Vendor/ Bidder**  
**Description of Activities**


**Duration of Engagement**  
**Anticipated Cessation Date**

*Attach Additional Sheets If Necessary.*

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title





## MACBRIDE PRINCIPLES FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to N.J.S.A. 52:34-12.2, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

### CHECK THE APPROPRIATE BOX

☐

The Vendor/Bidder has no business operations in Northern Ireland; or

**OR**

☐

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CONTRACT / BID SOLICITATION TITLE** \_\_\_\_\_

**CONTRACT / BID SOLICITATION No.** \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

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*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**STATE OF NEW JERSEY**

**NOTICE TO ALL BIDDERS OF SET-OFF FOR STATE TAX FOR CONTRACT WITH  
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY**

Please be advised that, pursuant to L. 1995, c. 159, effective January 1, 1996, and codified at N.J.S.A. 59:49-19 and N.J.S.A. 59:49-20, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the state of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods and services or construction projects, at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, which pursuant to N.J.S.A. 43:21-14.4 also includes any indebtedness greater than or equal to \$300 that is due to the Unemployment Compensation Fund, the State Disability Benefits Fund, and the Family Temporary Disability Leave Account, the Director of the Division of Taxation or the Office of Management and Budget shall seek to set off that taxpayer's, partner's or shareholder's share of the payment of that indebtedness. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off.

The Division of Taxation may initiate procedures to set off the tax debt of a specific vendor upon the expiration of ninety (90) days after either the issuance by the Division of a notice and demand for payment of any state tax owed by the taxpayer or the issuance by the Division of a final determination on any protest filed by the taxpayer against an assessment or final audit determination. A set-off reduces the contract payment due to a vendor by the amount of that vendor's state tax indebtedness or, in the case of a vendor-partnership or vendor-S corporation, by the amount of state tax indebtedness of any member-partner or shareholder of the partnership or S-corporation, respectively. N.J.A.C. 18:2-8.3.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and shall provide an opportunity for a hearing within 30 days of such notice under the procedures for protest established under N.J.S.A. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest permitted under N.J.S.A. 59:49-19 shall stay the collection of the indebtedness. Interest that may be payable by the State to the taxpayer, pursuant to L. 1987, c. 184 (N.J.S.A. 52:32-35) shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE"

Company: \_\_\_\_\_

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

Print or Type Name of Signer: \_\_\_\_\_

Print or Type Title of Signer: \_\_\_\_\_

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