

Town of West New York
Hudson County, NJ
Notice for R.F.P.
(Request for Proposal)

Request for Proposals will be received by the **Town Clerk** of the Town of West New York, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 428-60th Street, West New York, N.J. on **Thursday, January 10, 2013 at 10:30 a.m.** for the following, in accordance with the Request for Proposals now on file in the office of the Town Clerk, Municipal Building, 428-60th Street, West New York, N.J., where same may be obtained during office hours from 9:00 a.m. to 4:00 p.m.:

Payroll Processing Services

All RFPs shall be submitted in sealed envelopes addressed to the Town Clerk of West New York, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Request for Proposals”** followed immediately below those words in letters not less than one half inch high: **“Request for Proposals for “Payroll Processing Services” for the Town of West New York”** and underneath that **“To be received on the 10th day of January, 2013 at 10:30 a.m.”** Proposals will not be accepted by facsimile transmission or e-mail.

Requests for Proposals are available in the Office of the Town Clerk, 428 – 60th Street, West New York, NJ (telephone no. 201-295-5090; fax no. 201-861-2576). Proposals shall be submitted on the forms provided and shall be in accordance with the specifications contained in the Request for Proposals.

The Town intends to award any contract for these services pursuant to N.J.S.A. 40A:11-5.

If RFPs are to be accepted by mail or courier, the RFPs must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and all other requirements set forth in the Request for Proposal.

Respondents must submit an original and three (3) copies of their Proposal to the designated contact person or designee:

Carmela Riccio, Town Clerk
West New York Municipal Building
428 – 60th Street (Room 2)
West New York, NJ 07093

The Town of West New York reserves the right to reject any or all Proposals, to waive any informalities or to accept a Proposal which, in its judgment, best serves the interest of the Town.

Dated: December 17, 2012

By Order of the Mayor and Board of
Commissioners of the Town of West New York

Carmela Riccio, RMC
Town Clerk

REQUEST FOR PROPOSALS

THIRD PARTY PAYROLL PROCESSING SERVICES

**ADDRESS ALL PROPOSALS TO
DESIGNATED CONTACT PERSON:**

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

**All proposals must indicate on the outside envelope: RFP:
THIRD PARTY PAYROLL PROCESSING SERVICES**

RFP DUE ON: **January 10, 2013**

NO LATER THAN **10:30 a.m.**

PROPOSER FINAL CHECK LIST

1. CHECK OFF LIST
2. NOTICE
3. DISCLOSURE STATEMENT
4. NON COLLUSION AFFIDAVIT
(This form must be notarized)
5. CONTACT PERSON
6. AFFIRMATIVE ACTION MANDATORY LANGUAGE
(Exhibit A) (Must provide Certificate)
7. AMERICANS WITH DISABILITIES ACT OF 1990
8. OWNERSHIP STATEMENT COMPLIANCE
FORM PUBLIC LAW 1977 CHAPTER 33
9. SCOPE OF WORK
10. PROPOSAL AGREEMENT
11. ADDENDUM RECEIPT (If applicable)
12. BUSINESS REGISTRATION CERTIFICATE
(Per P.L. 2004, c.57)

NOTICE

NOTICE IS HEREBY GIVEN THAT SEALED REQUEST FOR PROPOSALS BE RECEIVED NO LATER THAN January 10, 2013 at 10:30 a.m. FOR THE FOLLOWING:

THIRD PARTY PAYROLL PROCESSING SERVICES

PROPOSAL AND SPECIFICATIONS MAY BE OBTAINED FROM:

Ms. Carmela Riccio,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

PROPOSAL MUST BE SUBMITTED ON THE FORM SUPPLIED IN A SEALED ENVELOPE BEARING THE NAME AND ADDRESS OF THE VENDOR SUBMITTING A PROPOSAL AND ADDRESSED TO THE TOWN CLERK (SEE ABOVE) AND DELIVERED OR PRESENTED NO LATER THAN THE DATE AND TIME SET FOR RECEIVING PROPOSALS.

THE BOARD OF COMMISSIONERS RESERVES THE RIGHT TO CONSIDER THE PROPOSAL FOR SIXTY (60) DAYS AFTER RECEIPT THEREOF, AND FURTHER RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, WAIVE INFORMALITIES, AND MAKE SUCH AWARDS OR TAKE ACTION AS MAY BE IN THE BEST INTEREST OF THE COMMUNITY.

DEFINITION:

THE TOWN OF WEST NEW YORK IS SEEKING PROPOSALS TO ASSIST WITH THIRD PARTY PAYROLL PROCESSING SERVICES.

DISCLOSURE STATEMENT

BY SUBMISSION OF THIS PROPOSAL, THE VENDOR CERTIFIES THAT NO EMPLOYEE OR ELECTED OFFICIAL OF THE TOWN OF WEST NEW YORK IS EMPLOYED BY OR HAS ANY OWNERSHIP INTEREST IN THE FIRM SUBMITTING THE PROPOSAL.

Signature

DATE

NON-COLLUSION AFFIDAVIT

By submission of this proposal, the vendor certifies that:

- A. This proposal has been independently arrived at without collusion with any other vendor or with any competitor or potential competitor:
- B. This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposal for this project, to any other opening of proposals for this project, to any other vendor, competitor or potential competitor.
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal:

The person signing the proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statement contained in this certification, and under the penalties of perjury affirms the truth thereof, such penalties being applicable to the proposed vendor as well as to the person signing in its behalf.

DATE: _____ SIGNATURE _____

STATE OF

COUNTY OF

COMMUNITY

On this _____ the day of _____ 20__ before me, the undersigned personally came and appeared, to me personally known and known to me to be the individual who execute the forgoing instrument and duly acknowledge to me that he executed the same.

THIS FORM MUST BE NOTARIZED

CONTACT PERSON

PLEASE SUPPLY THE NAME, TELEPHONE NUMBER AND FAX NUMBER OF AN EMPLOYEE THAT WE MAY USE AS A CONTACT PERSON REGARDING THE PROPOSAL IF IT IS AWARDED TO YOUR COMPANY.

IF AWARDED A CONTRACT, PLEASE ADVISE US OF ANY CHANGES THAT MAY OCCUR THROUGHOUT THE DURATION OF YOUR CONTRACT FOR THE CONTACT PERSON LISTED BELOW.

NAME: _____

PHONE NUMBER: _____

FAX NUMBER: _____

HOW MANY YEARS IN BUSINESS? _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the 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

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

Revised 10/08

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

The contractor and the City of CITY do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

OWNERSHIP STATEMENT COMPLIANCE

FOR PUBLIC LAW 1977 CHAPTER 33

New Jersey Public Law 1977, Chapter 33 requires each corporation, partnership, limited partnership, limited liability partnerships, limited liability corporation and Subchapter S corporation or other legal entity submitting a bid to any governmental agency to accompany that bid with a statement of ownership listing the name, address and percent of ownership of each individual owning ten percent (10%) or more of the corporation, partners in a partnership, limited partnership, limited liability partnerships and Subchapter S corporations or members of a limited liability corporation (L.L.C.) other legal entity. In addition, if one or more of such owners (stockholder, partners in a partnership, etc.) is itself a corporation, partnership or other legal entity, the stockholders holding 10% or more of that corporation or the individual partners owning 10% or greater interest in that partnership or any principal owning 10% or more interest in any other such legal entity, as the case may be, shall also be listed. This form, or any appropriate listing on the bidder's letterhead containing similar information, must be included in the bidder's bid when the bid is originally submitted.

OWNERSHIP STATEMENT per PL 1977 Chapter 33

(Name of Corporation, Partnership or other Legal Entity)

(Address of Record)

I hereby certify that the name and addresses of all stockholders, partners or principals owning ten percent (10%) or more of said corporation, partners in a partnership, limited partnership, limited liability partnerships and Subchapter S corporations or members of a limited liability corporation (L.L.C.) other legal entity are as follows:

NAME	ADDRESS	% OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed by: _____

In the event that the bidding corporation is a public company, registered with Securities Exchange Commission, or is wholly owned by a public company, or is without stockholders owning ten percent (10%) or more of the stock, then this information may be listed on the compliance form along with the listing of any stockholders who may individually or as a collective group own ten percent (10%) or more of the stock.

THIRD PARTY PAYROLL PROCESSING SERVICES FOR TOWN OF WEST NEW YORK

Proposal Format

Proposers should include the following information in their proposals and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

Title Page: Title Page should show the request for proposal's subject, title and proposal number; the firm's name; the name, address and telephone number of a contact person, and the date of the proposal.

Table of Contents: The Table of Contents should provide listing of all major topics, their associated section number, and starting page.

Transmittal Letter: The response should contain a cover letter signed by a person who is authorized to commit the proposer to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.

Executive Summary: The Executive Summary of the proposal should be limited to three single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the proposer's ability to meet the requirements of the RFP.

General Information: Proposer's business history including any mergers and acquisitions, change or alteration in corporation name, and current purpose/function in the marketplace including financial stability.

Proposer Financial Strength: Appreciating the substantial capital investment required by a proposer to procure equipment, install and maintain a program and in response to the recent bankruptcies of various red light camera proposers; the Town requires a financially strong proposer. Financial strength will be determined by the proposer's financial statements. Proposers with demonstrated profitability and strong balance sheets will be given preference. Please include a copy of the company's most recent annual report, and the last three years of independent, external audits. Note if the company is privately held; enumerate the names of all shareholders who own in excess of 10% and their percentage of ownership.

Summary of Qualifications: Indicate the firm's background in providing these services to governmental entities. Provide a listing of comparable client references that are using the firm's professional services, (i.e., client name, address, telephone number, contact person and length of time service was provided) for comparable technology and processing requirements.

Technical Proposal: this section should follow the scope of work section

Proposed Cost: The proposer shall submit a detailed account of projected costs.

DETAILED REQUIREMENTS OF REQUEST FOR PROPOSAL
FOR
THIRD PARTY PAYROLL PROCESSING SERVICES

INTRODUCTION

The Town of West New York is soliciting proposals for third party entities to provide Payroll Processing Services.

SCOPE OF WORK

To meet the community's objectives, the following minimum requirements must be met. The proposer is responsible for developing and submitting a scope of work that meets the goals and objectives of this project. This must include, but is not limited to, the following:

1. Provide bi-weekly payroll processing (26 times per year) with an average of 430 employees per pay period for 9 months and 3 months at 590 employees (includes approximately 160 seasonal employees), with special calculations for "two" free payrolls per year.
2. Web access – online data entry of payroll.
3. Payroll delivery of checks and reports by courier to the Payroll Department not later than 24 hours prior to the effective date of the distribution of the payroll.
4. Direct deposit with any institution.
5. Check signing and envelope insert service
6. Tax payment and filing services (withholding and depositing) with tax and penalty coverage for any errors, including Report Filing, Deposits and Payment of ALL required state and federal payroll taxes, assuming all responsibilities for timely filings and payments.
7. Employee training
8. Implementation which includes process review and recommendations for improved efficiencies.
9. Online services for employees
10. Report writing and filing of state pension reports - Compliance with PFRS, PERS, and DCRP Pension Reports, Loan Reports, and Payments (Biweekly, Quarterly, Annually).
11. Conversion from incumbent payroll vendor with all applicable reconciliations

12. Provision of a payroll test or preview must be made available for review for potential errors prior to generation of payroll checks and direct deposits for every payroll.
13. Deduction accumulators
14. Quarter/Year End reporting and delivery, including W-2 and 1099 preparation, processing, delivery and filing.
15. Benefit accrual (vacation, sick and personal days)
16. Export file for General Ledger payroll journal and/or input ready report (for Journal entry input)
17. Ability to track and have access to multiple prior year pay rates
18. Help Desk, with immediate access to Customer Service/Technical Support, with shared/dual desk support capabilities.
19. Wage garnishment administration including the required payments to Third Party entities.
20. Payroll reporting, including:
 - a. Bi-weekly Payroll registers.
 - b. Payroll tax reports (Biweekly, Quarterly, Annually)
 - c. Pension deduction reports (Biweekly, Quarterly, Annually)
 - d. Payroll expense distribution reporting (Biweekly)
 - e. Cumulative payroll reporting for gross payroll, pay compensation components, payroll taxes and other payroll deductions (Biweekly, Quarterly, Annually)
 - f. Miscellaneous and Other Payroll deduction reporting (Biweekly, Quarterly, Annually)
 - g. Wage garnishment reporting (Biweekly, Quarterly, Annually)
21. Agency payment administration (Child Support, Insurances, Cafeteria Plan Benefits).
22. Deduction Codes --- need numerous.
23. Administer all Unemployment functions/claims processing.
24. Labor Distribution/EEO/Workman's Compensation Reports.
25. Stop payments/voids/reversing direct deposits.
26. GTL Automated Calculations.

MISCELLANEOUS INFORMATION:

1. Number of Active Employees in current database -- approximately 590
2. The payday is every other Wednesday.

3. The Town of West New York is assessed for NJ state unemployment using the reimbursement method. As such, no biweekly payment is made to the State of New Jersey.
4. The Town participates in three pension systems – PERS (Public Employees), PFRS (Police and Fire), and DCRP (Defined Contributions).

REQUIRED INFORMATION TO BE SUBMITTED WITH PROPOSAL:

1. Please denote your payroll data input cut-off for biweekly payroll processing.
2. Please define the customer support/help desk hours of operations.
3. What are the specific schedules pertaining to ACH for payroll taxes and direct deposits during the biweekly payroll cycle?
4. Please describe your entity's process for handling requests for tax and payroll deductions for the preparation of manual paychecks.

COST PROPOSAL:

1. The costs of the proposal submitted to the Town of West New York shall be all-inclusive and each cost detailed by the type of service to be performed.
2. A SAS 70 report shall be submitted with the proposal.
3. Proof of insurance coverage for losses of at least \$500,000 must be submitted.
4. A copy of your most recent Audit Report.
5. A SysTrust examination, if available, should be provided.

Privacy

The Municipality seeks a Program that is reliable, accurately and fairly processes the payroll while minimizing the invasion of privacy of its employees. The Proposer will maintain all employee information confidential and may not use any information for any other purpose other than its intended purpose. The proposer needs to demonstrate adequate controls and safeguards, which may be audited by an accredited 3rd party. Describe your company's controls over information technology and related processes.

POLITICAL CONTRIBUTION DISCLOSURE

"Contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available form ELEC at 888-313-3532

or at www.elec.state.nj.us

EVALUATION CRITERIA

The Town will evaluate the offers received based on the following criteria:

Understanding of Project

Experience with Similar

Projects

Qualifications of the Firm

Experience and Qualifications of Staff

Experience and Qualifications of Subcontractors

Project Organization

Comprehensive Work Plan and Schedule

Quality of Proposal

Pricing

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of project manager and other staff; strength, stability, experience and technical competence of subcontractors; assessment by client references; adequacy of labor commitment;

PROCESSING OF PROPOSALS

A. Anticipated timeline for RFP will be as follows:

- 1. Issuance of Request for Proposals December 17, 2012**
- 2. Receipt of Proposals January 10, 2013 no later than 10:30 a.m.**
- 3. Completion of Evaluation of Proposals January 16, 2013**
- 4. Designation of Qualified Respondents January 16, 2013**

The Town reserves the right to extend the time period for review and completion of evaluation of the proposals along with the time to designate a qualified Respondent.

B. Questions

Questions regarding this Request for Proposals, the scope of work, or need for additional data of information should be submitted in writing by fax, at least seven days prior to opening date, to:

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

C. Submission of Proposal

To receive award consideration, one (1) original proposal and four (4) copies must be receive in a sealed package by the Town Clerk no later than **10:30 a.m. on January 10, 2013,** at which time they will be opened and later distributed for evaluation. The seal package(s) must be clearly marked for "Third Party Payroll Processing Services" and should be **delivered to:**

Ms. Carmela Riccie,
West New York Town Clerk
Municipal Building
428 60th Street
West New York, NJ 07093

All proposals will be held in confidence until a contract has been executed or Council has rejected all proposals.

"Firm/ Vendor must show proof of Liability Insurance if awarded a contract, Your Firm/ Company will be required to comply with the requirement of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27"

PRICING PROPOSAL

Proponent shall submit a pricing proposal for all the work related to the specifications herein.

THIRD PARTY PAYROLL PROCESSING SERVICES

THE UNDERSIGNED IS A (INDIVIDUAL) (CORPORATION) (PARTNERS} HP)
UNDER THE LAWS OF THE STATE OF _____

HAVING ITS PRINCIPAL OFFICE AT

COMPANY NAME _____

FEDERAL I.D. _____

SIGNATURE OF AUTHORIZED SIGNATURE

PRINT NAME _____

TITLE _____

TELEPHONE _____

EMAIL _____

IMPORTANT NOTICE

BUSINESS REGISTRATION CERTIFICATE (S)

N.J.S.A. 52:32-44

Effective September 1, 2004, all New Jersey and Out of State Vendors that do business with the Town of West New York, are required to be registered with the State of New Jersey and provide proof of that registration to the Town of West New York. N.J.S.A. 52:32-44(P.L. 2004c57),

The law affects all business organizations that do business with the Town of West New York, including contractors, sub-contractors, professional services and individuals.

A contract includes a formal contract awarded by a public bid, or a purchase order.

A Contractor must include proof of its own business registration and *proofs of business registration of those subcontractors* required to be listed in the contractor submission (i.e." named

subcontractors"). The proof shall be in the form of a copy of the organizations "Business Registration Certificate" issued by the Division of Revenue. The Proof of business registration shall be provided at the time the bid or proposal is officially received and opened by the Town of West New York

Failure to do so is a FATAL defect that cannot be cured.

Registration is free and is a one-time action — there are no fees to register. To obtain the registration form or file on —line at:

www.state.ni.us/treasury/reventie/gettingregistered.htm#busentity

Any questions regarding said form should be directed to the Division of Revenue at 609-292-1730.

NOTE: Business Registration Certificate must be valid before vendor provide certificate with proposal. If certificate is found not valid by our office the vendor will be considered nonresponsive and the bid will be rejected.