



CITY OF ELIZABETH, COUNTY OF UNION, NEW JERSEY

REQUEST FOR QUALIFICATIONS

Third Party Administrators
Workers' Compensation, Auto/General Liability &
Property Program

Contract Term

July 1, 2023 through June 30, 2026

SUBMISSION DEADLINE

4:00 P.M.
THURSDAY, JUNE 29, 2023

ADDRESS ALL QUALIFICATION STATEMENT PROPOSALS IN THE FORM
REQUIRED IN THE SPECIFICATIONS AND ONE (1) ORIGINAL AND (2)
COPIES MUST BE DELIVERED TO:

Marie Krupinski
Asst. Business Administrator
CITY OF ELIZABETH
50 WINFIELD SCOTT PLAZA
ELIZABETH, NJ 07201

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATION STATEMENTS (PROPOSALS)

CITY OF ELIZABETH
Department of Administration
50 WINFIELD SCOTT PLAZA
ELIZABETH, NJ 07201

CONTACT PERSON

MARIE KRUPINSKI
CITY OF ELIZABETH
DEPARTMENT of Administration
50 WINFIELD SCOTT PLAZA
ELIZABETH, NEW JERSEY 07201
(908) 820-4280

PURPOSE OF REQUEST

This document, entitled a Request for Qualifications for Third Party Administrators Workers' Compensation Liability/ Property Program is issued by the Department of Administration, City of Elizabeth. This Request for Qualifications (RFQ) is for the sole purpose of pre-qualifying prospective Third Party Administrators on Qualification Statements and experience achieved in this field.

This RFQ does not constitute a bid and is intended solely to obtain qualifications from which the City of Elizabeth ("the City") may choose counsel that best meets the City's needs. It is the City's intent that no statutory, regulatory, or common law bidding requirement apply to this RFQ. The City intends to award contracts for these services pursuant to N.J.S.A. 40A:11-5 (a)(i) and Chapter 19, P.L. 2004-N.J.S.A. 19:44A-20.5 et seq. One or more individuals/firms may be selected to provide services. Accordingly, this Request For Qualifications is being solicited under a fair and open process.

PERIOD OF CONTRACT

July 1, 2023 through June 30, 2026

CONTRACT FORM

The successful Firm shall be required to execute the City's contract, which includes the indemnification, insurance, termination and licensing provisions.

It is also agreed and understood that the acceptance of the final payment by the Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR Third Party Administrators Workers Compensation & Auto Liability/ Property Program

1. **CITY OF ELIZABETH-FACTS AND FIGURES** - The City of Elizabeth is a legal, governmental entity. The City was incorporated in 1855 and operates under N.J.S.A 40:69A-1 et seq., "the Optional Municipal Charter Law-Mayor-Council Plan.". The legislative authority and responsibilities of the City of Elizabeth is vested in the elected nine-member City Council. The executive power of the City is exercised by the Mayor who is responsible for enforcing the ordinances and general laws of the City.

The City of Elizabeth is the fourth largest city in New Jersey. The City's population is in excess of 125,000 and it consists of approximately 11.7 square miles of area. The City employs approximately 1,700 people. A regional center of labor, retail, manufacturing, and transportation, the City is also the County seat of Union County, attracting the corresponding concentration of government, legal and related professional services. The largest employment sectors in the City include commercial, health, transportation, construction, retail and light industry.

The City's operating budget is approximately \$210 million. It provides a variety of services consisting of police and fire protection, maintenance of City streets, water and sewer systems, health and human services, park and recreational facilities, cultural activities, and refuse collection.

2. NATURE/ SCOPE OF SERVICES - The City of Elizabeth is requesting proposals from qualified individuals and firms to provide the service of a Third Party Administrator for Workers' Compensation, auto & general liability and Property Program which includes but is not limited to the following:

- Full Service Third Party Administration.
- Case Management/ Return to Work Management
- Medical Bill Review and Re-pricing
- Out-of-Network Negotiation
- EDI Reporting Under NJCRIB
- Monthly, Quarterly & Year End Reports to the City
- Medical Network Access
- Credentialing Verification
- Medical Cost Controls
- Quarterly meetings and additional meetings as necessary
- RN case management as needed (Price Options)

3. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL - Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. The proposing Company must have more than 5 years experience in the State of New Jersey Third Party Administrating Industry.
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D. A Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;

5. EVALUATION Criteria - The City will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The City will make the award(s) that is in the best interest of the City.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The

City reserves the right to:

- a. Not select any of the proposals;
- b. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled".)

The City shall not be obligated to explain the results of the evaluation process to any proposer.

The City may require proposers to demonstrate any services described in their proposal prior to award.

6. PROPOSAL LIMITATIONS - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. The City reserves the right at the City's sole discretion to refuse any proposal submitted.

7. USE OF INFORMATION - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the City to the proposer in connection with this RFQ shall remain the property of the City. When in tangible form, all copies of such information shall be returned to the City upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the City or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8. GENERAL TERMS AND CONDITIONS -

- A. The City reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the City to do so.
- B. In case of failure by the successful proposer, the City of Elizabeth may procure the articles or services from other sources, deduct the cost of the replacement from money due

to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.

- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect **July 1, 2023 through June 30, 2026** unless otherwise stated.
- F. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the City assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement.
- I. No proposer shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No proposer shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City Counsel's decision shall be final and conclusive.
- L. The City of Elizabeth shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M. The checklist presented at the end of this Request for Qualifications is a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

EVALUATION FACTORS

- A.** Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned

- B.** Knowledge of the City of Elizabeth and the subject matter to be addressed under this engagement

- C.** Relevance and Extent of Similar Engagements performed

- D.** Technical Proposal contains all required information

- E.** Any other relevant information or qualifications which, upon the determination of the Business Administrator, are in the best interest of the City of Elizabeth.

- F.** Positive reflecting references to be furnished upon request.

REQUEST FOR QUALIFICATIONS CHECKLIST

DOCUMENTS THAT WILL BE REQUIRED PRIOR TO A CONTRACT EXECUTION:

- A. An original and two (2) signed copies of your complete proposal _____
(To be submitted with RFQ)

- B. Non-Collusion Affidavit properly notarized

- C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____

- D. Authorized signatures on all forms.

- E. Business Registration Certificate(s)

- F. Partnership Disclosure Statement

- G. Affirmative Action Statement

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES AND WILL SUBMIT
THE ABOVE LISTED REQUIREMENTS PRIOR TO EXECUTION OF CONTRACT.

NAME OF PROPOSER:

Person, Firm or Corporation
Date

BY: (PRINT NAME)
(TITLE)

BY: (SIGNATURE)
(TITLE)

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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, affectation or sexual orientation or sex. Except with respect to affectation or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectation or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this 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, affectation or sexual orientation or sex.

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable City employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable City 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, affectation or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectation or sexual orientation 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 Contract Compliance and EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION
CITY OF ELIZABETH

SS:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF ELIZABETH RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.
(N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20____.

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____, 20____.

REVISED
OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20____.

REVISED PARTNERSHIP DISCLOSURE STATEMENT

(To be submitted with proposal)

(a) Is or was anyone in your firm or company a member of the City Council within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes _____ No _____

Name Position Relationship

(b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes _____ No _____

Name Date

(c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes _____ No _____

Name Position Term

Reason for censure:

(d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes _____ No _____

Reason for Action:

(e) Has any member of your firm ever been barred from doing business with any state, City or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes _____ No _____

Name State, City or Municipality Date
Government

(f) Has your firm sued the City of Elizabeth in the past five (5) years?
If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes _____

No _____

Name

Date

Chapter 2.92 CITY CONTRACTS

Officer, director, principal or principal stockholder named in the affidavit individually or as an officer of a corporation. The information required under this subsection all cover a period of not less than fifteen (15) years preceding the date of the execution of the affidavit. (Ord. 3325 § 1, 2.92.010 Affidavits required for contracts over \$50,000.00. 2001: prior code § 65-1) 2.92.020 2.92.030 2.92.040 2.92.050 2.92.060 2.92.010

Affidavits part of contract. Advertisement for bids. Applicability. False affidavit.

Exceptions. Affidavits required for. Contracts over \$50,000.00.

Affidavits part of contract.

All submitted affidavits shall become part of the terms of the contract. All statements made in the affidavits, including all information concerning allegations and if. Nuances shall become part of the inducement and consideration of the contract. If any submitted affidavit contains a false material fact or statement, the city may consider the false material fact or statement as a breach of contract and

The city and/or its officers will not enter into any con- tracts in **which the consideration for contracting exceeds** fifty thousand dollars (\$50,000.00), unless and until the party that desires to contract with the city submits an affidavit to the city that contains the following statements and **information:**

A. If the contract is to be with an individual, the name, address, business background, a contact telephone number and e-mail address, if any, of the individual who is to be the principal party to the contract. If the contract is to be with a firm, partnership, corporation, limited liability company or other similar business organization, the affidavit must be submitted by the principal officer of the firm, partnership, corporation, limited liability company or other similar business organization, setting forth the office and capacity of the deponent and further setting forth the names, addresses and business backgrounds of all principals, principal stockholders, officers and directors of the firm, partnership, corporation, limited liability company or **other business organization.**

B. In the case of a firm, partnership, corporation, limited? Liability Company or other similar business organization, the name, address, contact telephone number and e- mail address, if any, for the firm, partnership, corporation, Limited Liability Company or other similar business **organization.**

C. A statement by the deponent of any police record and records of infractions or violations of any federal or state stock regulation against any individual, officer, director, principal or principal stockholder named in the affidavit.

D. Any and all bankruptcy proceedings, including bankruptcy proceedings under state and federal acts, involving any individual, officer, director, principal or principal stockholder named in the affidavit. Any and all assignments for the benefit of creditors by any individual, The city has the option to terminate the contract for default.

(Ord. 3325 § 2, 2001: prior code § 65-2)

2.92.030 Advertisement for bids.

Any and all bidders making advertisement bids for con- tracts in excess of fifty thousand dollars (\$50,000.00) are required to comply with the terms of this chapter at the time they

submit their bids. The city may consider the information contained in the submitted affidavits in its determinations of the responsibility of the lowest bidder. (Ord. 3325 § 3, 2001: prior code § 65-3)

2.92.040 Applicability.

The provisions of this chapter shall apply to any and all individuals, firms, partnerships or corporations desiring to enter into a contract with the city wherein public bidding is **not required by statute, ordinance, and resolution or otherwise.** (Ord. 3325 § 4, 2001: prior code § 65-4)

2.92.050 false affidavit.

Any individual, firm, partnership or corporation furnishing a false affidavit to the city under the terms of this chapter shall be subject to a penalty-Of not more than one thousand dollars (\$1,000.00) or imprisonment for not more than ninety (90) days, or both. However, the city shall not lose its rights under Section 2.92.020 by reason of the enforcement of any penalty under this section. (Ord. 3325 § 5, 2001: prior code § 65-5)

Exceptions.

The provisions of this chapter shall not apply to the following:

A. Any corporation listed on the American Stock Exchange, the New York Stock Exchanges (NYSE) or on the NASDAQ Stock Market.

2.92.060

B. Any contract entered into with the city that is covered by the provisions of the New Jersey Employer - Employee Relations Act, N.J.S.A. 34:13A-1 et seq., as amended and supplemented.

C. All professional service contracts as they are defined by the New Jersey Public Contracts Law, N.J.S.A. 40:11-11 et seq., as amended and supplemented.

D. All contracts entered into with the United States of America, state of New Jersey, county or municipality, or any board, body, officer, agency or authority thereof, and any other state or subdivision thereof.

E. All public utilities subject to the jurisdiction of the Board of Public Utilities Commission in accordance with tariffs and schedules of charges made, charged or exacted, filed with the above board.

F. All insurance companies admitted to do business in the state of New Jersey by the New Jersey Department of Insurance which has an acceptable rating by the Best Key Rating Guide.

G. Any contracts entered into covering purchases made through the state of New Jersey in accordance with

N.J.S.A. 40A:11-12. (Ord. 3325 § 6, 2001: prior code § 65-6)

AFFIDAVIT FOR INDIVIDUAL

**STATE OF NEW
JERSEY**

SS.

COUNTY OF UNION

— being duly

I,

Sworn upon his/her oath deposes and says:

I am the sole proprietor/owner of
having principal offices at: _____

In conformity with the requirements of Chapter 65 of the Code of
the City of Elizabeth, New Jersey, and all amendments and
supplements thereto, this Affidavit is submitted in connection
with the bid for:

(Name of project/job)

OFFICE	NAME /ADDRESS	BUSINESS BACKGROUND	CONTACT PHONE #	E-MAIL
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Number of employees employed by affiant: _____

A. Deponent has never had a police record of violation or
infraction of any Federal or State Stock regulation.

B. Deponent has never had any involvement with bankruptcy
proceedings under Federal or State bankruptcy acts; or had any
assignments for the benefit of creditors during the last fifteen
(15) years prior to this date of this affidavit.

c. Deponent has not entered into any agreement with any other bidder relating to the price named in the proposal, nor any agreement or arrangement under which any person, firm or corporation is- to refrain from bidding, and the deponent is not disqualified by law from contracting with the City of Elizabeth.

Principal/Owner
(Print or type name under
signature)

Subscribed and sworn to
before me this
day of _____, 20

Notary Public of the State
- of New Jersey

**AFFIDAVIT FOR CORPORATION, FIRM,
PARTNERSHIP, LIMITED LIABILITY
COMPANY OR OTHER SIMILAR ENTITY**

STATE OF NEW JERSEY

SS.

COUNTY OF UNION

I, _____ being duly
sworn upon his/her oath deposes and says:

I am the Principal Officer of _____
a corporation, firm, partnership, limited liability company or
other similar business organization having principal offices at:

In conformity with the requirements of Chapter 65 of the Code of
the City of Elizabeth, New Jersey, and all amendments and
supplements thereto, this Affidavit is submitted in connection
with the bid for:

(Name of project/job)

OFFICE	NAMES/ADDRESSES	BUSINESS BACKGROUND	CONTACT <u>PHONE #</u>	E-MAIL
--------	-----------------	------------------------	---------------------------	--------

**The principal stockholders are as follows (to total 100%) If owned by a firm,
corporation, LLC, list owners of 10% or more of interest in the firm,
partnership, corporation, LLC.**

ADDRESS

% OF STOCK

Number of employees employed by affiant: _____

A. None of the aforementioned officers, directors or stockholders has ever had a police record of violation or infraction of any Federal or State Stock regulation.

B. None of the aforementioned officers, directors or stockholders has ever had any involvement with bankruptcy proceedings under Federal or State bankruptcy acts; or had any assignments for the benefit of creditors during the last fifteen (15) years prior to this date of this affidavit.

C. No officers, employees or agents of the within corporation has entered into any agreement with any other bidder relating to the price named in the proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, and the said bidder is not disqualified by law from contracting with the City of Elizabeth.

Principal Officer
(Print or type name under
signature)

Subscribed and sworn to
before me this
day of _____, 20

Notary Public of the State of New Jersey.

Affix Corporate Seal