

RE-BID

**NOTICE OF PROPOSAL
CITY OF PASSAIC**

Sealed Proposals will be received on **Wednesday, November 18, 2020 @ 11:00 A.M.** prevailing time in the Purchasing Conference Room, Second Floor, Room 207, 330 Passaic Street, Passaic, New Jersey and then publicly opened and read aloud for the following:

**PUBLIC RELATIONS AND MARKETING SERVICES
CITY OF PASSAIC**

Copies of the RFP are available on the City of Passaic website
www.cityofpassaic.com/bids.aspx

Each proposal must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed and delivered to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing: bearing the name and address of the bidder written on the face of the envelope. Proposal must be endorsed: **Public Relations and Marketing Services, City of Passaic.**

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The City of Passaic is only responsible for forwarding addendums or clarifications to those prospective bidders who obtained specifications directly from the City of Passaic, Division of Purchasing or to those who have put the City of Passaic, Division of Purchasing on notice as having received the specification.

Bidders must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award.

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

**DORIS DUDEK, R.P.P.O., QPA
DIRECTOR OF PURCHASING**

RE-BID

CITY OF PASSAIC REQUEST FOR PROPOSALS

PUBLIC RELATIONS AND MARKETING SERVICES

JANUARY 1, 2021 – DECEMBER 31, 2021

The City of Passaic is seeking Request for Proposals from qualified candidates/companies to provide public relations and marketing services. The successful company will provide public relations and marketing services, including, but not necessarily limited to, the following:

1. Generate awareness of important projects within the City among the media and policymakers through press releases and media advisories.
2. Serve as a media spokesperson and providing guidance with regard to media relations strategies.
3. Maintain positive relationships with reporters, and develop new relationships as necessary.
4. Draft speaking or media talking points for responses to media and others, specifically policy makers and legislators.
5. Production of three (3), four (4) page, self-mailer (folding to 8 1/2" X 11") newsletters highlighting important City projects, business and redevelopment in the City of Passaic. Includes color photography, four color printing on #2 offset sheet, layout, article development, translation to Spanish and coordination of printing and distribution.
6. Update UEZ web site to include most recent newsletters, business directory, forms and applications as necessary.
7. Update and reprint the Passaic Business Directory (copy available upon request)
8. Development and production of an 11" X 17" fold over piece on UEZ accomplishments.
9. Produce and place approximately 30 second cable TV commercial highlighting important City projects, business and redevelopment in the City of Passaic.
10. Produce and place approximately 45 second radio commercial highlighting important City projects, business and redevelopment in the City of Passaic.
11. Produce outdoor advertising billboard.
12. All other related duties.

Professional Information and Qualifications

Each interested company shall submit the following information:

1. Name of company.
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the City.
3. Description of candidate's education, experience, qualifications, number of years with the company and a description of their experience with projects similar to those described above.
4. Candidate must have significant experience working with public entities in the public relations and marketing fields.
5. Candidate must have working relations with Passaic County local Spanish media.
6. Any other information which the interested company deems relevant.

Evaluation Factors

The City of Passaic reserves the right to determine the suitability of proposals on the basis of a proposal's meeting the administrative and technical requirements of the RFP and the Evaluation Committee's assessment of the quality, integrity, cost and capability of the proposer to perform the requirements of the position.

During the evaluation process, the Evaluation committee may require the proposer to answer questions with regard to the proposal.

Rejection of Proposals.

All proposals will be reviewed for completeness and responsiveness to the submission requirements. The City of Passaic reserves the right to reject any and all proposals that fail to meet the minimum requirements of this RFP.

Submission of Proposal

1. Proposed cost and pricing structure must include a monthly rate.

NOTE: The City of Passaic will determine the not to exceed amount.

2. A list of any deviations from the scope of services listed above must be submitted with proposal.
3. Two (2) copies of proposal must be submitted.

4. Attachments of an explanation of all of the qualifications and experience requirements and other items as listed under **Professional Information and Qualifications.**
5. See attached forms for submission requirements.
6. All respondents must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award. The BRC may be submitted with the proposal or prior to award of the contract.
7. All respondents must comply with affirmative action laws, per the attached and indicate same in the response.

PROPOSAL SUBMITTED BY _____

ADDRESS _____

E MAIL _____

PHONE NUMBER _____ **TAX I.D. #** _____

SIGNATURE _____

Print Name

6/9/2020

Sealed Proposals shall be received in accordance with Public Advertisement (City of Passaic website www.cityofpassaic.com/purchasing) required by law, a copy of said notice being attached hereto and made a part of these specifications.

I. SUBMISSION OF REQUEST FOR PROPOSALS

A. PROPOSALS FORWARDED THROUGH THE MAIL

The request for proposal form shall be submitted, in a sealed envelope: (1) addressed to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "REQUEST FOR PROPOSAL" with the contract title.

It is the proposers responsibility to see that request for proposals are presented to the City of Passaic on the hour and the place designated. Request for Proposals may be hand delivered or mailed; however, the City of Passaic disclaims any responsibility for request for proposals forwarded by regular mail or overnight mail. Request for Proposals received after the designated time and date will be returned unopened.

B. PROPOSALS SUBMITTED BY HAND DELIVERY

Proposer may submit their Request for Proposals by hand delivery. Proposals must be clearly marked as stipulated in paragraph A, may be dropped off at the reception desk located in the City Hall lobby, between the hours of 8:30 am and 4:00 pm. No access to any other areas within City Hall will be permitted. Proposers may also utilize the City of Passaic drop box, located in the front of City Hall. Proposers choosing this form of delivery must submit the proposal **no later than fifteen (15) minutes prior** to the date and time of the opening. Proposals submitted by hand after this time must be brought directly to the reception desk located in the City Hall lobby, prior to the time of the opening. Proposers wishing to attend the opening of the Request for Proposal must follow the instructions provided in paragraph C below.

C. ATTENDANCE OF REQUEST FOR PROPOSAL OPENING

All proposers and others who attend the opening of Request for Proposals will be required to strictly adhere to all required and recommended precautions to prevent the spread of the Coronavirus, including but not limited to the wearing of face coverings and social distancing. Any individual not wearing a protective face covering will not be permitted inside Passaic City Hall. Social distancing of a minimum of 6 feet must be maintained. Attendees must go directly to the Council Chambers only and shall not be permitted access to any other areas of Passaic City Hall.

PROPOSAL REQUIREMENTS

The following is a checklist of items which must be submitted with the proposal.

- | | |
|---|--|
| | Initial each required entry and if required, submit the item |
| 1. Stockholder Disclosure Certification (Corporation Statement) | _____ |
| 2. Required Evidence Affirmative Action Regulations * | _____ |
| 3. Disclosure of Investment Activities in Iran Certification | _____ |
| 4. Business Registration Certificates: Contractor and * Sub-Contractors must be registered at time of contract award. | _____ |
| 5. Acknowledgment of Receipt of Addenda | _____ |

*** Statutorily allowed to be provided with bid OR prior to execution of contract.**

Print Full Name		Title	
Signature		Date	

EVALUATION PROCESS AND “HIGHEST SCORED PROPOSER”

An Evaluation Committee, or their designees, will review all proposals that are received to determine the Highest Scored Proposer (“HSP”).

The City of Passaic reserves the right to determine the suitability of proposals on the basis of a proposal’s meeting the technical criteria, management criteria, cost, past experience and performance.

During the evaluation process, the Evaluation Committee may require the proposer to answer questions with regard to the proposal.

The following criteria will be used in reviewing and comparing the proposals against the other proposals submitted in determining the Highest Scored Proposer (HSP).

The weight to be assigned to each criteria appears following each criteria:

1. **Technical Criteria** **12%**
 - Vendor’s proposal demonstrates a clear understanding of the scope of work and related objectives.
 - Vendor’s proposal is complete and responsive to the technical/RFP requirements.

2. **Management Criteria** **29%**
 - History and experience in performing similar work.
 - Availability of personnel, facilities and equipment.
 - Qualification and experience of personnel.
 - Significant experience representing government entities of similar budget.

3. **Past Experience and Performance** **27%**
 - References
 - Prior experience and familiarity with the City of Passaic, its form of government, City programs, services and community issues.
 - The geographical location of the company.

4. **Cost Criteria** **32%**
 - Cost of goods/services to be provided without exceeding the budget.
 - Vendor’s financial ability to meet contractual obligations.

No oral interpretation of the meaning of the specifications will be made to any proposal. Every request for an interpretation shall be in writing, addressed to the City of Passaic representative stipulated in the proposal. In order to be given consideration, written requests for interpretation must be received at least seven (7) days prior to the date fixed for the opening of the proposal. Any and all such interpretations and any supplemental instructions will be in the form of written addenda or clarification to the specifications, and will be distributed to all prospective proposers, in accordance with **N.J.S.A. 40A:11-23**. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the proposers in the RFP. The City of Passaic's interpretations or correction thereof shall be final.

Any proposers challenging the bid specifications must file notice of the challenge with the Director of Purchasing no less than three (3) business days prior to the opening of the bids. Any challenge filed after that date will be void and will have no impact

Award of Contract

The Evaluation Committee will select a winning proposal that best meets the qualifications of the specifications using a scoring sheet that will be available to the public and shall further make its recommendation to the Mayor and Council.

Business Registration Certificate *Revised January 25, 2010*

Pursuant to N.J.S.A. 52:32-44 each vendor submitting a bid or proposal with the City of Passaic **must be registered** with The Division of Revenue, State of New Jersey at the time a contract is awarded. If the Business Registration Certificate for the contractor and sub-contractor (if appropriate) is not part of the bid package but they are registered, the contractor must submit to the City of Passaic their Business Registration Certificate and a copy of their sub-contractors' Business Registration Certificate prior to award of contract. All named sub-contractor (s) listed on the bid including out of state vendors must be registered with the Division of Revenue, State of New Jersey at the time bids or proposals are awarded.

Registration as a Business:

Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed as per the following:

- A. Register online at **www.nj.gov/treasury/revenue/taxreg.htm**. Click the "online" link and then select "Register for Tax and Employer Purposes."
- B. Call the Division at (609) 292-9292 to have a form mailed to you.
- C. Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Registration as an individual:

There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/rega.pdf. To obtain a copy by mail, call (609) 292-9292 , or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

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 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, and labor unions, that it does not discriminate on the basis of age, race, 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.

EXHIBIT A

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, race, 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 at www.state.nj.us/treasury/contract_compliance)

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 N.J.A.C. 17:27.**

REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, (N.J.A.C. 17:27 and N.J.S.A. 10:5-31 et seq.). 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:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from date of the letter).
OR
2. A photocopy of approved Certificate of Employee Information Report.
OR
3. An Affirmative Action Employee Information Report (Form AA302)
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH
THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127.

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes _____ No _____
If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?
Yes _____ No _____
If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C127 and agrees to furnish the required documentation pursuant to the law.

Company _____ Signature _____

Title: _____

Note: A Contractor's bid must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, c. 127, within the time frame.

INSURANCE & INDEMNIFICATION

General At all times during the Term of the Agreement, the Company, at its sole cost and expense, shall keep and maintain insurance against any loss or damage in an amount, and under such terms, as set forth below.

Insurance Company shall obtain and maintain, at a minimum, the insurance coverage set forth below. Such insurance shall be obtained from insurance companies authorized to do business in the State of New Jersey and having an A.M. Best's rating of at least "A-" or better or the equivalent thereof. Deductible amounts or self insured retention amount payable under or with respect to such insurance coverage shall be the sole responsibility of the Company.

Required Coverages:

<u>Type</u>	<u>Minimum Coverage</u>
1. Workers' Compensation Insurance	Statutory, as required by the State of New Jersey, including Employer's Liability limits of \$1,000,000 and including "Other States endorsement."
2. Commercial General Liability, Bodily Injury and Property Damage, including Contractual liability and Products and Completed Operations	Insurance with combined single limits of 1,000,000/\$2,000,000 per project/per location
3. All Risk Property Coverage/Builder's Risk – if applicable	Vendor/contractor shall agree to insure any owned, leased or Borrowed property. The City Passaic will have no liability with regard to non-owned property.
4. Commercial Automobile Liability	\$1,000,000 per accident for Bodily Injury with coverage Provided for (1) owned autos (2) hired autos and (3) other Non-owed vehicles
5. Commercial Excess Liability	\$5,000,000 or an amount Sufficient to equal \$5,000,000 With the primary general liability and automobile liability limits
6. Professional liability	\$1,000,000 each claim/annual Aggregate

Deductibles No policy shall have a deductible amount greater than \$100,000 per occurrence.

Form and Content All policies, binders or interim insurance contracts with respect to insurance maintained by the Company hereunder shall:

1. Designate the City of Passaic, its officers, agents and employees (except in the case of Workers' Compensation Insurance) as an additional insured:
2. Provide that there shall be no recourse against the City for payment of premiums or commissions or (if such policies provide for payment thereof) additional premiums or assessments;
3. Provide that such insurance shall be primary insurance without any Right of contribution from any other insurance carried by the City of Passaic or to the Company to the extent that such other insurance provides The City of Passaic or the Company with contingent and/or excess Liability insurance with respect to its respective interest and such insurance shall expressly provide that all provisions thereof (except the limits of liability, which shall be applicable to all insured as a group and Liability for premiums) shall operate in the same manner as if there were a separate policy covering each insured.
4. Provide that the City of Passaic shall be furnished with at least thirty (30) days prior written notice of any material change, cancellation, expiration or non-renewal of coverage and that unilateral change, cancellation, expiration or non-renewal shall be effective absent such notice; and
5. Waive any right of subrogation of the insurers there under against the City of Passaic.

Prior to, but no later than the event date, the Company shall provide to the City, a certificate of Insurance that evidence compliance with the requirements of this Section.

**CORPORATION STATEMENT
STATEMENT OF INDIVIDUAL(S) OWING 10% OR MORE OF STOCK OR INTEREST IN
THE BIDDER'S BUSINESS ENTITY**

This statement is a mandatory requirement of bid submission pursuant to
N.J.S.A. 52:25-24.2 **Failure to complete and submit will result in disqualification of the bid**

Page 1 of 2

Part A – Check the Yes or No boxes for questions #1 and # 2 as appropriate

Name of Bidder/Proposer Organization:		Yes	No
1. Are there any individuals, corporations or partnerships, or other business entities that own a 10% or greater interest in the bid/proposal?			
2. Is the bidder/proposer incorporated as a not-for-profit organization.			
If the answer to question #1 is NO or the answer to question #2 is YES, execute the certification in Part D No other information is required. All others continue with Part B			

Part B: Disclose the identifying information related to all individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/proposer. Use the reverse side if more space is needed. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "Interest" includes beneficial interest; see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed.

Questions concerning ownership disclosure should be considered by the bidder's legal advisors and review of the statute and its related case law. Use page 2 if additional space is needed. When complete, execute the Certification in Part D.

Name of Individual or Business Entity	Home (for individuals) or Business Address

Part C: Publicly Traded Parent Company Disclosure. Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A. 52:25-24.2. Continue on Page 2 if more space is needed.

Title of Attached Document or Weblink	Page #

Part D: Certification I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the City of Passaic is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with City of Passaic to notify the City of Passaic in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement (s) with, and permitting the City of Passaic to declare any contract (s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature		Date:	

Subscribed and sworn before me this _____ day of _____ 20

(Affiant)

My Commission expires:

(Corporate Seal)



**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**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #: _____

VENDOR/BIDDER: _____

PART 1

CERTIFICATION

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the 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 <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, she 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

- A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.
- OR*
- B. 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 Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____
 RELATIONSHIP TO VENDOR/BIDDER: _____
 DESCRIPTION OF ACTIVITIES: _____
 DURATION OF ENGAGEMENT: _____
 ANTICIPATED CESSATION DATE: _____
 VENDOR/BIDDER CONTACT NAME: _____
 VENDOR/BIDDER CONTACT PHONE No.: _____

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
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039

<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOKI
Acting State Treasurer

MAURICE A. GRIFFIN
Acting Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1. Bank Markazi Iran (Central Bank of Iran)	18. Indian Oil Corporation
2. Bank Mellat	19. Kingdram PLC
3. Bank Mellat Iran	20. Maire Tecnimont SpA
4. Bank Tejarat	21. Naffiran Intertrade Company (NICO)
5. National Iranian Tanker Company (NITC)	22. Oil and Natural Gas Corporation (ONGC)
6. Amona	23. Oil India Limited
7. Bank Saderat PLC	24. Persia International Bank
8. Bank Sepah	25. PetroChina Company, Ltd.
9. Belaz	26. Petroleos de Venezuela (PDVSA Petróleo, SA)
10. Belneftekhim (Belorusneft)	27. Sameh Afzar Tajak Co. (SATCO)
11. China International United Petroleum & Chemicals Co., Ltd. (Unipec)	28. Shandong Fin Cnc Machine Company, Ltd.
12. China National Offshore Oil Corporation (CNOOC)	29. Sinohydro
13. China National Petroleum Corporation (CNPC)	30. SKS Ventures
14. China National United Oil Corporation (ChinaOil)	31. Som Petrol AS
15. China Petroleum & Chemical Corporation (Sinopec)	32. Zhuhai Zhenrong Company
16. China Precision Machinery Import-Export Corp. (CPMIEC)	
17. Grimley Smith Associates	

List Date: January 31, 2018

CITY OF PASSAIC

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This form must be submitted whether or not addenda were issued. If no addenda were issued, check the “No addenda were received box” and complete the signature section.

Addendum Number/Description	Dated	Acknowledge Receipt (Initial)

No addenda were received

Name of Bidder:	
By:	
(Signature of Authorized Representative)	
Name:	
Title:	
Date:	