

**STOCKHOLDER LIST CERTIFICATION**

Please check the appropriate box and sign below.

- ( ) I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned (partnership) (corporation).
  
- ( ) I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned (partnership) (corporation).

Attest: _____	_____ Corporate Name
_____	_____ Officer
(Also, Print or Type Name)	(Also, Print or Type Name) (Affix Corporation Seal)

Attest: _____	_____ (Partnership) Name of Firm
_____	_____ Officer
(Also, Print or Type Name)	(Also, Print or Type Name)

**STOCKHOLDERS:**

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____
Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____
Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

## NON-COLLUSION CERTIFICATION

The undersigned bidder hereby specifically certifies that, to the best of its knowledge and belief, the annexed bid for the above-named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder to any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from bid list.

Undersigned bidder further certifies that it has the necessary authority to sign this stipulation stating it has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with the above-named project.

This certification may be treated for all purposes as a sworn statement made under the oath as equivalent affirmation, and that, if any statements made herein are untrue the bidder may be subject to the provisions of N.J.S.A. 2C:29-1 through N.J.S.A. 2C:28-3 inclusive and relevant sequential sections and if applicable, 18 U.S.C. 1001, et seq.

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(Firm Name)

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(Signature)

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(Type or Print Name and Title)

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(Address)

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(City, State, Zip Code)

Dated: \_\_\_\_\_, 20\_\_\_\_

## AFFIRMATIVE ACTION INSTRUCTIONS

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, sex, affectionate 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 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 the 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 contract, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation;

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 in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable Township of South Orange Village employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable Township of south Orange Village employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate in the basis of age, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation 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.

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, sex, affectionate or sexual orientation and conform with applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal Law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the affirmative Action Officer as may be requested by the Officer 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 affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative code (NJAC 17:27).

All bidders and all contractors who are negotiating for a contract as a precondition to entering into a valid and binding procurement or service contract with the public agency, are required to submit to the public agency, prior to or at the time the contract is submitted for signing by the public agency (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975 c. 127), one of the following three documents:

- i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An initial employee information report consisting of forms provided by the Affirmative Action Officer and completed by the contractor in accordance with N.J.A.C. 17:27-4.

**AFFIRMATIVE ACTION QUESTIONNAIRE**

Kindly complete questionnaire in the event that you or your firm is awarded this contract. The necessary forms (AA302) will be sent by the Township of South Orange Village prior to the Award. This form should be submitted with your bid.

- 1. Our company has a Federal or State of New Jersey Affirmative Action Plan approval.

YES

NO

- A. If yes, attach a photostatic copy of said approval to this page. Acceptable approvals are a current letter (not more than one (1) year from date) from the United States Department of Labor or a State of New Jersey Certificate of Employee Information Report.
- B. If no, and you become successful bidder, an affirmative Action Employee Information Report (Form AA 302) will be provided And must be submitted within seven (7) days after receipt of The notification of intent to award the contract.

I certify that the above information is correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

NOTE: ATTACH COPY OF FORM HERE

**New Jersey Business Registration**

**(Attach Certificate)**