



# ANDOVER TOWNSHIP

## SUSSEX COUNTY • NEW JERSEY

### Master Plan Request for Proposal

#### **INTRODUCTION**

The Township of Andover, NJ invites qualified professional services (Consultant) to submit letters of interest and qualifications to assist in preparing a Master Plan report for the Community. Consultants responding to this Request for Proposals and providing Qualification Statements should have extensive experience, background, and qualifications in the provision of the services described herein. This Request for Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the Township may choose a Consultant that best meets the Township's needs.

Andover Township reserves the right to amend or terminate this Request for Proposal, accept all or deny any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in the proposal, negotiate with one or more Consultants, and recommend that the Township Committee award a contract to the Consultant that will be in the Township's best interest.

It is anticipated that work will begin during the month of April 2022 and that the finished product will be ready for adoption by the Township's Land Use Board at a public hearing prior to the end of 2022.

#### **BACKGROUND**

Andover Township's motto is "Experience the Good Life".

We are proud to offer a fine quality of life and work hard to maintain that designation. Andover Township's 21 square miles of beautiful country life is home to just 6,000 residents (2020 U.S. Census). Although rural in nature, we are located only 40 miles northwest of NYC, and have quick access to major thoroughfares, enabling residents and businesses to connect to a third of the United States population in one day's drive. We are working diligently to insist the best internet services are provided for the telecommuter, home business owner and of most recent, the virtual classroom.

Our Township is full of locally owned and operated businesses. In fact, we have more than 100 businesses in our community, ranging from technology, medical professionals, financial advisors and institutions to auto shops, health food stores and farms. We are proud to offer family-owned restaurants featuring everything from bagels to pizza to fine dining. A farm to table program has also been established, including local artisan bread, cheeses and produce. Additionally, we are located within 10 minutes of a state-of-the-art hospital and have convenience to five supermarkets within a 15-minute drive.

Andover Township boasts a high-performance public education system, and is only 5 minutes from private schools, including Reverend George A. Brown Memorial Elementary School, Pope John XXIII Middle School and Pope John XXIII Regional High School. Additionally, Sussex County Community College is only a 10-minute drive.

In its surroundings, you will find miles of beautiful and scenic hiking trails, glacial lakes and limestone outcroppings protected by deeply rooted environmental oversight. For the outdoor enthusiast, we are just a short drive from other venues offering skiing, kayaking, fishing and canoeing.

We are a Township which encourages businesses both small and large so dreams of all generations can be pursued. We strive to provide a stable tax base, with the ability to maintain low taxes to support our Schools, Police Department, Volunteer Fire Department, Emergency Medical Services and Township infrastructure, making for a safe and progressive environment.

From the 1930's through the year 2000, Andover Township experienced double digit population growth. The 2010 Census showed slowing mid-single digit growth. The most recent Census (2020) has shown the first decrease in population, reporting just under 6000 residents. However, the recent pandemic saw many people moving into Sussex County and may have had an impact on current population counts.

The township planning board completed a Master Plan in 1992. The 1992 Master Plan has been reexamined three times, with the most recent Reexamination coming in 2011. Some sections of the Master Plan remain untouched since 1992, while others have been updated individually. As such, the Township desires to perform a complete Master Plan update. Much has changed since 1992 and even since 2011. The Township is looking to balance its economic vitality against its rich environmental, agricultural and cultural heritage while maintaining a stable tax base for its residents.

## **EXPECTATIONS**

The Plan will provide a shared and exciting vision for Andover Township, one that will guide decisions affecting the Township's physical development and redevelopment. The process for developing the Plan will be critical to its success. We expect a significant community conversation to drive the Plan. This project combines that conversation with professional expertise and creativity to implement actionable vision and direction.

The Plan will be a guiding document that reflects the community's unique character and provides a clear process, together with specified objectives and policies, of how the Township can build upon its strengths while becoming more sustainable and economically resilient. The Plan's finished product must satisfy New Jersey's legal Master Plan requirements.

## **SCOPE OF SERVICE**

### **I. PLANNING TASKS**

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not all-inclusive and the Consultant shall include in the proposal any tasks, services and data deemed necessary to satisfactorily complete the project.

#### ***Primary Elements***

1. Statement of Purpose - A statement of objectives, principles, assumptions, policies and standards upon which the proposal for the development of the Township is based. Consider the desires and wishes of Andover Township regarding the kind of town we want to be and how we want to improve our quality of life.
2. Land Use Element
  - a. Re-evaluate the Township's zoning map and zoning districts, as well as potential future zone districts, if any.
  - b. Project the full build-out condition to assess the need for redirection of future land use.
  - c. Identify ideal areas for development to meet future needs as determined by the other plan elements. Provide maps of existing and proposed development and recommend standards for development densities.
  - d. Describe land use in relationship to natural features, such as: topography, soils, geography, groundwater recharge, streams, floodplains, wetland and woodlands.
  - e. Identify innovative land use regulation to help Andover Township retain its rural/agricultural feel, while drawing in appropriate tax rates.
3. Housing Plan Element
  - a. Provide a study of Andover Township's housing needs and an analysis of population projections.
  - b. Consider the pattern of residential development in determining what types of housing stock is needed and where it might best be constructed in the future.
  - c. Assess the local and regional area to determine how future market forces may influence the development and affordability of housing in the community.
4. Relationships with Other Plans
  - a. Ensure compatibility or consistency with other regional plans including, but not limited to, the Master Plans of contiguous municipalities and the County.
  - b. Coordinate and partner with the Andover Township Redevelopment Subcommittee on the current effort to implement a Redevelopment Plan.
  - c. Coordinate and partner with the Open Space Committee on the current effort to update the Township's Open Space Plan.

**Supplemental Elements**— Special consideration should also be given to the following Elements:

5. Economic Development Element
  - a. Assemble all existing market data and analysis to evaluate Township-wide strengths, weaknesses, opportunities, threats and identify market gaps.
  - b. Provide an analysis of the appropriate and sustainable mix of office, retail, residential, tourism, technology and other uses.
    - i. Examine the existing economic base (Commercial, Industrial, and Agricultural).
    - ii. Examine Andover Township's share of the regional economy.
    - iii. Examine potential growth areas.
    - iv. Any other information that would give Andover Township a clear understanding of its economy and its potential.
  - a. Identify land and water resources and cultural and historic resources whose preservation is important in maintaining natural resources and the character of the community.
  - b. Develop strategies to protect and manage the natural and historic resources that enhance the attractiveness of the town.
6. Open Space and Recreation Element
  - a. Fully leverage the work being completed by the Open Space Committee on the updated Open Space Plan to provide a recap of Andover Township's existing and potential recreational and cultural needs.
7. Service and Facilities Element
  - a. Provide a study of Andover Township's community facilities, including but not limited to an inventory of:
    - i. Type and location.
    - ii. Measure of use.
    - iii. Needs assessment.
    - iv. Service standards.
  - b. Identify the availability and status of public services, including education, public safety, water and sewer, energy, and other utilities.
  - c. Look at population changes and the need for the provision of Township services and facilities.
  - d. Investigate the current delivery of Township services and identify best management practices and cost-efficient techniques to be implemented.
8. Transportation Element
  - a. Identify existing and potential roadway problems, developing strategies for improvement.
  - b. Identify available alternative transportation.
9. Implementation
  - a. Propose feasible and fiscally responsible strategies that detail the resources and actions necessary to implement any recommendations made during the planning process. These recommendations will be prioritized and presented in a format that can be easily tracked and updated.
  - b. Describe available funding sources and technical assistance to help the community put parts of the plan into practice.

- c. Issue general recommendations on appropriate changes that should be made to the Township of Andover Municipal Code to make it consistent with the Master Plan.
  - d. Include recommendations for zoning amendments, identification of responsible parties (including different Township boards, committees or departments), and priorities.
10. Other topic areas as deemed appropriate by the Consultant and/or the Master Plan Subcommittee.

The final deliverable must be clear, concise and easy to navigate and comprehend. These are general requirements for the Master Plan Report process and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen Consultant will provide the Township with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on comprehensive plan projects.

## **II. PUBLIC PARTICIPATION TASK**

The Township of Andover puts strong emphasis on ensuring the participation of residents in every stage of decision making. Participation of residents, business owners, community leaders, developers, property owners, appointed and elected officials, and other stakeholders throughout the community is paramount to the success of the Master Plan Report; therefore, the Township will place a strong emphasis in the selection process on choosing a Consultant that has strong facilitation skills with respect to community outreach and public meeting process. The selected Consultant will be responsible for organizing and leading public meetings along with Township staff.

The chosen Consultant will also be expected to develop and implement community engagement tools that foster public outreach and resident participation with Township staff. The Township of Andover website or a standalone Master Plan website should be used in disseminating information related to the Plan, while providing avenues for feedback that can be incorporated into the Plan. The Consultant should also collaborate with Township staff to utilize social media and other forms of media to keep the public informed on the planning process. Other outreach methods should be recommended by the chosen Consultant, such as meetings, mailings, surveys and other emerging techniques, and the Consultant shall implement these outreach efforts. In the proposal, the Consultant should clearly outline their proposed public participation process.

## **III. END PRODUCT AND DELIVERABLES TASK**

Some of the deliverables to be included with the Master Plan Report are expected to be, but not limited to, the items below. Other areas of emphasis may be identified during the planning process.

### ***Master Plan Report Document***

A final Master Plan Report shall be prepared that satisfactorily addresses all requirements of the State of New Jersey Municipal Land Use Law (MLUL) and includes the elements listed below. These elements should be addressed as stand-alone elements or incorporated into one or more other related elements at the Township's discretion.

1. Strategic Overview, Objectives, Vision, Goals & Policies
2. Maps
3. Land-Use, including Community Design Principles
4. Redevelopment
5. Housing
6. Relation to Other Plans
7. Economic Development
8. Natural Resources and Historic Preservation
9. Conservation
10. Open Space and Recreation
11. Utility Service
12. Community Facilities
13. Circulation / Transportation / Mobility
14. Relation to Neighboring Municipal Master Plans
15. Implementation

***GIS/CAD/Format Data***

Relevant GIS and/or CAD data and digital map documents used in the creation of maps and other supporting documentation in the Master Plan Report shall be provided to the Township at the end of the project. GIS and/or CAD formats and standards and publishing templates shall be created in consultation with the Land Use Board Administrator to ensure the data can be used later in Township operations. Relevant metadata, if applicable, shall be created and provided to the Township as well.

## **PROCEDURE FOR RESPONDING TO THE REQUEST FOR PROPOSAL**

Eight (8) hard copies and one electronic copy of the proposal, inclusive of all information requested for the Qualification Statement (see pages 11 – 30), shall be submitted no later than 5:00 PM on Tuesday, March 8, 2022:

**Andover Township Land Use Board  
Attn: Stephanie Pizzulo  
134 Newton Sparta Road  
Andover Township, NJ 07860**

**Electronic copy to: Stephanie Pizzulo – email: [spizzulo@andovertp.org](mailto:spizzulo@andovertp.org)**

To be responsive, the RFP and Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein.

Any questions regarding this Request for Proposals or the Qualification Statements must be emailed to Stephanie Pizzulo (contact information above) no later than Friday, February 4, by 5:00 PM. All questions will be responded to by the Master Plan Subcommittee by Friday, February 11.

All interpretations, corrections or additions to this RFP and/or Qualification Statements will be emailed to all invited Consultants and it shall be the Consultant's responsibility to ensure that they have received all clarifications before submitting the proposal. Any clarifications issued shall become part of the RFP and/or the Qualification Statements and must be incorporated in the proposal where applicable.

## **SUBMISSION REQUIREMENTS**

### **I. GENERAL REQUIREMENTS**

The Qualification Statement submitted by the Consultant must meet or exceed the professional, administrative and financial qualifications set forth, and shall incorporate the information requested below and on the "RFP & Qualification Statement Checklist". (Please see Checklist on page 11).

In addition to the information for this "RFP & Qualification Statement", a Consultant may submit supplemental information that it feels may be useful in evaluating its RFP & Qualification Statement. Consultants are encouraged to be clear, factual, and concise in their presentation of information.

The RFP is to be a maximum of 30 sheets double sided. Resumes, along with all appropriately completed Qualification Statements (please see Appendices A through L) may be included in an appendix, which is in addition to the 30-sheet maximum.

### **II. ADMINISTRATIVE INFORMATION REQUIREMENTS**

Statements of Qualifications shall include at a minimum the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all other parts of the RFP and the Qualification Statement

2. Statement outlining interest in the project, summary of the consulting entity's qualifications, its understanding of the project and issues facing the Township, as well as its initial thoughts regarding its approach towards the project, and its ability to provide services in a timely manner.
3. The name of the consulting entity, address, phone number, website address, as well as the location of the office from which it is anticipated the work will be completed. Also include the number of years the consulting entity has been in business under the present name and the number of years the consulting entity has been under the current management. Please note if it is anticipated that a team of consulting entities or sub-consultants will be used, please identify any such entities and the responsibilities of each entity.
4. Names of key personnel, their respective titles, professional experience and educational background, and periods of service with the entity, and a statement of the qualifications of key personnel of the entity to undertake this project. Contact information for the individual to whom questions about the Consultant's submittal should be provided (including a mailing address, phone number, and e-mail address).
5. Any judgements, claims or suits within the last three (3) years in which the consulting entity has been adjudicated liable for professional malpractice. If yes, please explain.
6. Whether the consulting entity is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
7. Contact information for three (3) persons the Township may contact for references regarding the consulting entity's past performance on similar projects.
8. Description of the consulting entity's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
9. Budget. Proposals must include a detailed breakdown of costs for each Task and each Element described in the Scope of Services above. Itemized cost for all work and a list of anticipated expenses is to be provided along with a "not to exceed" amount.
10. Completed Legal Documents as presented in Appendices A through L.
11. Any other information that the interested consulting entity deems relevant.

### **III. PROFESSIONAL INFORMATION REQUIREMENTS**

Consultant shall submit a description of its overall experience in providing the type of Professional Services for which Consultant is submitting a response. At a minimum, the following information on past experience should be included as appropriate to the RFP:



1. Description of Consultant's experience with respect to the Professional Services for which Consultant is submitting a response.
2. Name, address and contact information of references. Contact information for three (3) persons the Township may contact for references regarding the Consultant's past performance on similar projects.
3. Explanation of perceived relevance of Consultant's experience to the Professional Services and Scope of Services under the RFP. List up to three (3) relevant and comparable projects in comparable sized municipalities particularly those municipalities that undertook town wide visioning and consensus building sessions. Disciplines which are particularly important for this project include, but are not limited to, land-use planning, public outreach and communications, sustainability planning and smart growth planning, rendering, mapping and graphic skills should be demonstrated.
4. Describe the Professional Services that Consultant would perform directly.
5. Describe those portions of the Professional Services, if any, that are sub-contracted. Identify all subcontractors the Consultant anticipates using in connections with this Scope of Services.
6. Indicate if the Consultant normally employs union or non-union employees.
7. Resumes of key employees
8. A narrative statement of the Consultant's understanding of the Township's needs and goals with respect to the Professional Services for which Consultant is submitting a response.

### **PROPOSAL EVALUATION AND SELECTION**

The Township's objective in soliciting the RFP and Qualification Statements is to enable it to select an individual or entity that will provide high quality and cost-effective services to the residents of the Township. The Township will consider RFPs and Qualification Statements only from individuals or entities that, in the Township's sole judgement, have demonstrated the capability and willingness to provide high quality services to the residents of the Township.

Proposals will be reviewed using a quality-based evaluation process. The Master Plan Subcommittee will evaluate each proposal based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to the following:

1. Project Approach & Scope of Work, including but not limited to:
  - a. Demonstrated understanding of the project
  - b. Proposed project approach
  - c. Ability to provide services in a timely manner
2. Relevant Experience
  - a. Examples of comparable projects
  - b. Demonstrated knowledge of discipline areas
  - c. Rendering, mapping and graphic skills
3. Qualifications, including but not limited to:

- a. Project Manager
  - b. Team
  - c. Entity
4. References
5. Availability to accommodate required meetings of the Township
6. Cost competitiveness

Once the highest quality proposals have been identified, the Master Plan Subcommittee will contact and schedule interviews with the selected entities. It is the intent of the Township to select finalists by March 12, 2022 and schedule the interviews between March 14 and March 25, 2022. Final selection will be made on/about April 5, 2022. The Master Plan Subcommittee will recommend to the Land Use Board the highest-ranking entity for final approval.

The Master Plan Subcommittee reserves the right to hold a second interview with entities to discuss the proposed budget and negotiate the proposals with prospective Consultants prior to making a recommendation to the Land Use Board.

### **COMPLIANCE CRITERIA**

The Township of Andover requires all Consultants to properly and completely address and return all the documents provided in the following Checklist and provided in Appendix A through L.

The Andover Township Land Use Board reserves the right to reject any and all proposals that substantially or materially deviate from the specifications and other required documents, and further reserves the right to waive minor irregularities and immaterial variances and formalities in the proposals.

This Request for Proposals is not governed by the Local Public Contracts Law as it is a contract for “professional services”, which are excluded from the formal requirements of the Local Public Contracts Law as set forth in N.J.S.A. 40A:11-5(1)(a)(i).

### **RFP & QUALIFICATION STATEMENT CHECKLIST**

**THE CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.**

ITEM	APPENDIX	INITIALS
Letter of Qualification	A	
Letter of Intent	B	
Executed Disclosure Statement	C	
Executed Non-Collusion Affidavit	D	
Executed Affirmative Action Compliance Notice	E	
Executed Owner's Disclosure Statement	F	
Iran Disclosure Certificate	G	
Executed Hold Harmless Agreement	H	
Executed Americans with Disabilities Act of 1990 Language	I	
Equal Employment Opportunity Compliance Goods, General Services and Professional Services (form provided)	J	
Executed Vendor's Information	K	
Executed Consultant's Affidavit	L	
New Jersey Business Registration Certificate	M	
Original and eight (8) copies of completed package	n/a	

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

\_\_\_\_\_  
Consulting Entity Name

\_\_\_\_\_  
Consultant Signature

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

\_\_\_\_\_  
Title

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

**APPENDIX A**

**LETTER OF QUALIFICATION**

**(Note: To be typed on Consultant's Letterhead. No modifications may be made to this letter)**

[insert date]

Stephanie Pizzulo  
Land Use Board Administrator  
134 Newton Sparta Road  
Andover Township, NJ 07860

Dear Ms. Pizzulo,

The undersigned has reviewed our Qualification Statements being submitted, in response to the Request for Proposal issued by the Township of Andover for the following Professional Services:

**MASTER PLAN REPORT**

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **[insert name of Consultant]**.

*(Consultant shall sign and complete the spaces provided below. This Letter of Qualification must be signed by an officer of the Consultant empowered to sign and commit the Consultant. If a joint venture, appropriate officers of each entity shall sign.)*

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(Signature of Consultant)

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(Typed Name and Title)

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(Typed Name of Consulting Entity)

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

**APPENDIX B**  
**LETTER OF INTENT**

**(Note: To be typed on Consultant's Letterhead. No modifications may be made to this letter)**

[insert date]

Stephanie Pizzulo  
Land Use Board Administrator  
134 Newton Sparta Road  
Andover Township, NJ 07860

Dear Ms. Pizzulo,

The undersigned, as Consultant, has (have) submitted the attached Qualification Statement, in response to a Request for Proposal, issued by the Township of Andover for the following Professional Services:

**MASTER PLAN REPORT**

**[Name of Consultant]** HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. **[Name of Consultant]** agrees (agree) to participate in good faith in the Request for Proposal and to adhere to the Township's Request for Proposal schedule.
3. **[Name of Consultant]** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the RFP and the Qualification Statement, or any negotiation that results therefrom, shall be borne exclusively by the Consultant.
4. **[Name of Consultant]** hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into the respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Township. **[Name of Consultant]** declares that this Qualification Statement is made without connection with any other persons, entities or parties who have submitted a Qualification Statement, except as expressly set forth below, and that it has been prepared and has been submitted in good faith and without collusion of fraud.
5. **[Name of Consultant]** acknowledges (acknowledge) and agrees (agree) that the Township may modify, amend, suspend and/or terminate the Request for Proposal (in its sole judgment). In any case, the Township shall not have any liability to the Consultant for any costs incurred by the Consultant with respect to the procurement activities described in this RFP and/or the Qualification Statement.

**APPENDIX B**  
**LETTER OF INTENT**  
**(continued)**

6. **[Name of Consultant]** acknowledges (acknowledge) that any contract executed with respect to the provision of the Professional Services for which it has submitted a response must comply with all applicable affirmative action and similar laws. Consultant hereby agrees to take such actions as are required in order to comply with such applicable laws.

*(Consultant shall sign and complete the spaces provided below. This Letter of Intent must be signed by an officer of the Consulting Entity empowered to sign and commit the Consultant. If a joint venture, appropriate officers of each entity shall sign.)*

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(Signature of Officer)

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(Typed Name and Title)

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(Typed Name of Consulting Entity)

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

**APPENDIX C**  
**DISCLOSURE STATEMENT**

The attention of prospective Consultants is drawn to the provisions of the Local Government Ethic Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Township of Andover employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every Consultant must disclose below, being a Township of Andover Officer or employee or whether an immediate family member is a Township of Andover Officer or employee. If the Consultant is a consulting entity, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

**Please answer the following:**

Is the Consultant or a member of the Consultant's immediate family, or anyone having an interest in the Consultant's consulting entity including their immediate family members, an officer or employee of the Township of Andover?

NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, provide the name of the individual(s) and identify the position(s) held below, and notify in writing, prior to the proposal opening date, to the Land Use Board Administrator, 134 Newton Sparta Road, Andover Township, NJ 07860. *(Kindly attach a copy of the correspondence to this form).*

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NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

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\*\*Consultant Signature

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Print Name

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Title

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

**\*\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED CONSULTING ENTITY OFFICIAL WILL  
REUSLT IN REJECTION OF THIS PROPOSAL.**

**APPENDIX D**  
**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_, of the City of \_\_\_\_\_, in the County of

\_\_\_\_\_, and the State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the Entity \_\_\_\_\_  
(Title) (Consulting Entity Name)

the Consultant making the Proposal, and that I executed the said Proposal with full authority to do so; that said Consultant had not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action in connection with the above named project and that all statements contained in said Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey, County of Sussex, and the Township of Andover relies upon the truth of the statement contained in said Proposal and in statements contained in this affidavit in awarding the contract for the said project.

I fully warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide establish commercial or selling agencies maintained by

\_\_\_\_\_.  
(Consulting Entity Name)

\_\_\_\_\_  
\*\*Consultant Signature

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

\_\_\_\_\_  
Title

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

**\*\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED CONSULTING ENTITY OFFICIAL WILL  
REUSLT I REJECTION OF THIS PROPOSAL.**



**APPENDIX E**  
**AFFIRMATIVE ACTION REQUIREMENTS**

**CONSULTANTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.S.A. 17:27-1 et seq.**

**REQUIRED AFFIRMATIVE ACTION EVIDENCE**

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten (10) calendar days of the notice of intent to award (Memorandum of Agreement) or signing of the contract, whichever is sooner, one of the following:

1. A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL

**OR**

2. A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT

**OR**

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). (Form is included in this package; please see page 30)

The Consulting Entity may also obtain the Affirmative Action Employee Information Report (AA302) on-line at the following address: [www.state.nj.us/treasury/purchase/forms/AA\\_%20Supplement.pdf](http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf)

*Note: THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.*

The undersigned vendor certifies that they are aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.S.A. 17:27-1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that their proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.S.A. 17:27-1 et seq.

\_\_\_\_\_  
Consulting Entity Name

\_\_\_\_\_  
Consultant Signature

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

\_\_\_\_\_  
Title

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

**APPENDIX F**  
**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

*Note: This statement shall be completed, certified to, and included with all proposal submissions. Failure to submit the required information is cause for the automatic rejection of the proposal.*

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Consulting Entity Name

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Consultant Signature

**PART I** (Check the box that represents the type of Consulting Entity)

- ☐ Sole Proprietorship (*skip Parts II and III, execute certification in Part IV*)
- ☐ Non-Profit Corporation (*skip Parts II and III, execute certification in Part IV*)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**PART II**

- ☐ This list below contains the names and addresses of all stockholder in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**Complete the list below in this section**)

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**Skip to Part IV**)

(Please attached additional sheets if more space is needed)

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

**APPENDIX F**  
**STATEMENT OF OWNERSHIP DISCLOSURE**  
**(continued)**

**PART III – DISCLOSER OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II.**

If a Consultant has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) (or foreign equivalent) filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10 percent or greater beneficial interest in the publicly traded parent entity along with the relevant page numbers of the filing(s) that contain the information on each such person.

*(Please attached additional sheets if more space is needed)*

<b>Website (URL) containing the last annual SEC (or foreign equivalent) filing</b>	<b>Page #'s</b>

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of the every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed.

*(Please attached additional sheets if more space is needed)*

<b>Stockholder/Partner/Member and Corresponding Entity listed in Part II</b>	<b>Home Address (for Individuals) or Business Address</b>

**APPENDIX F**  
**STATEMENT OF OWNERSHIP DISCLOSURE**  
**(continued)**

**PART IV – 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 Consultant; that the Township of Andover 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 Township of Andover to notify the Township of Andover 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 material breach of my agreement(s) with the Township of Andover, permitting the Township of Andover to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Consultant Signature

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

\_\_\_\_\_  
Title

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

## APPENDIX G



### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

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

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

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

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

#### CHECK THE APPROPRIATE BOX

☐

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

**OR**

☐

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

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

Duration of Engagement  
Anticipated Cessation Date

*Attach Additional Sheets If Necessary.*

#### CERTIFICATION

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

Signature

Date

Print Name and Title

**APPENDIX H**  
**HOLD HARMLESS AGREEMENT**

BETWEEN:     The Township of Andover  
                  134 Newton Sparta Road  
                  Andover Township, NJ 07860

AND

---

Consultant Entity

---

Address

---

Telephone Number, Fax Number and E-Mail Address

It is understood and agreed the Consultant is:

1. An Independent Consultant and not an employee of the Township of Andover
2. The Consultant agrees to indemnify and hold harmless the Township of Andover, the Township of Andover's Mayor and Township Committee and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorney's' fees to which the Township of Andover may be put for, or on account of, any injury or alleged injury to person including death, or property, resulting from the performance of the Consultant's operations under this contract, or by or in consequence of any neglect or omission of the part of the Consultant in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Consultant or anyone directly or indirectly employed by the Consultant.
3. The Consultant shall hold the Township of Andover harmless for damages to the Consultant's equipment utilized during the term of this contract.

---

Consultant Signature

---

Print Name

---

Title

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

**APPENDIX I**  
**AMERICANS WITH DISABILITIES ACT**

The Consultant and the Township of Andover, (hereafter "Owner") do hereby agree that the provision of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12.101 et seq.) which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provide or made available by public entities, and the rule and regulations promulgated pursuant thereto are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the Consultant agrees that the performance shall be in strict compliance with the Act. In the event the Consultant, its agents, servants, employees or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Consultant shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant 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 forward to the Consultant 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 Consultant pursuant to this contract will not relieve the Consultant 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 Consultant, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Consultant expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Consultant's obligations assumed in this Agreement, nor shall they be construed to relieve the Consultant from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

**APPENDIX I**  
**AMERICANS WITH DISABILITIES ACT**  
**(continued)**

\_\_\_\_\_  
Consultant Signature

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

\_\_\_\_\_  
Title

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



## **APPENDIX J**

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, affection or sexual orientation or sex. Except with respect to affection 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, affection 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, affectional 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 county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable 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, affection or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

**APPENDIX J**

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
(continued)**

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, affectional 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.

---

Consultant Signature

---

Print Name

---

Title

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

**APPENDIX K**  
**VENDOR INFORMATION**

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulation, the following information must be provided with this proposal.

\_\_\_\_\_  
Name of Consulting Entity

\_\_\_\_\_  
Name of Contact Person

Correspondence Address:

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

Purchase Order Address:

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

Payment Address:

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer I.D. # or S.S. #: \_\_\_\_\_

**APPENDIX L**  
**CONSULTANT'S AFFIDAVIT**  
**THIS NOTORIZED AFFIDAVIT IS PART OF THE PROPOSAL**

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

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

I, \_\_\_\_\_,  
(Print Name)

certify that I am the \_\_\_\_\_  
(Print Title)

of the Consulting Entity submitting this proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the proposal on behalf of the Consulting Entity; and that all of the declarations and statements contained in the proposal document are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NOTARY:

Subscribed and sworn to before me

At \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

Commission Expires: \_\_\_\_\_

**APPENDIX M**  
**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

**ASSEMBLY BILL NO. 3130**  
**STATE OF NEW JERSEY**  
**211<sup>th</sup> LEGISLATURE**  
**INTRODUCED JUNE 21, 2004**  
**SECTION 1 OF P.L. 2001, C.134 (C.52:32-44)**

Effective September 1, 2004, a copy of the Business Registration Certificate (BRC) issued by the New Jersey State Department of Treasury must be provided at the time the proposal is submitted; failure to do so is a fatal defect that cannot be cured.

To obtain a Business Registration Certificate, contact the New Jersey Division of Revenue at 1-609-292-1730, or register online: [www.state.nj.us/treasury/revenue/busregcert.htm](http://www.state.nj.us/treasury/revenue/busregcert.htm).

\_\_\_\_\_  
Consultant Signature

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

\_\_\_\_\_  
Title

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

**STATE OF NEW JERSEY**  
**Division of Purchase & Property**  
**Contract Compliance Audit Unit**  
**EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

**IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT GEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: [http://www.state.nj.edu/purchase/contract\\_compliance/documents/eof/Forms/aa302ins.pdf](http://www.state.nj.edu/purchase/contract_compliance/documents/eof/Forms/aa302ins.pdf)**

**SECTION A - COMPANY IDENTIFICATION**

1. FED. NO. OR SOCIAL SECURITY  	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY  
4. COMPANY NAME  		
5. STREET  	CITY  	COUNTY  
STATE  	ZIP CODE  	
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)  		STATE  
CITY  		ZIP CODE  
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ  		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT  		STATE  
10. PUBLIC AGENCY AWARDED CONTRACT  		ZIP CODE  
CITY  		COUNTY  
STATE  		ZIP CODE  
Official Use Only	DATE RECEIVED	ASSIGNED CERTIFICATION NUMBER

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AWESD-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	ASIAN	INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	ASIAN	INDIAN
Officials/Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment from previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted?  1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED:  MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From:                      To:		

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO. DAY YEAR