

**BOROUGH OF ENGLEWOOD CLIFFS
COUNTY OF BERGEN
STATE OF NEW JERSEY**

INVITATION TO BID

FOR

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF
ENGLEWOOD CLIFFS LEAVES**

BIDDER: _____

ADDRESS: _____

PHONE #: _____

DATE OF BID: _____

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

PUBLIC NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that signed and sealed bids will be received by the Borough Clerk for the Mayor and Council of the Borough of Englewood Cliffs, Bergen County, New Jersey, for **FURNISHING THE PICKUP, TRANSPORTATION AND DISPOSAL OF ENGLEWOOD CLIFFS LEAVES 2015**

All sealed bids must be received by the Borough Clerk, 482 Hudson Terrace, Englewood Cliffs, New Jersey 07632, by 11:00 A.M. prevailing time, or as soon thereafter as the matter can be heard on September 3, 2015 at which time they will be publicly opened and read.

All bids submitted shall be considered a lump sum bid per hourly rate submitted on bid form of specifications; no escalator clauses will be accepted.

Instructions and specifications to bidders can be found on www.EnglewoodCliffsNJ.org or email a request to lduffy@EnglewoodCliffsNJ.org Bidders may also request in person at the office of the Borough Clerk, at 482 Hudson Terrace, Englewood Cliffs, New Jersey, between the hours of 9:00 A.M. and 4:00 P.M. daily except Saturdays, Sundays and holidays.

Lisette M. Duffy, RMC, Borough Clerk

Each bid proposal must be accompanied by the following:

1. BID GUARANTEE

A certified check or cashiers check payable to the Borough of Englewood Cliffs in the amount of ten (10%) of the bid but not in excess of \$20,000.00 or a satisfactory bid bond in the sum of ten percent (10%) of the bid executed by a bidder and a surety company authorized to do business in the State of New Jersey.

2. CONSENT OF SURETY

An appropriate Sureties Consent by the Surety Company qualified to do business in the State of New Jersey. The Bonding itself to become surety for the full and faithful performance of the contract in an amount equal to One Hundred Percent (100%) of the contract price for the protection of all persons furnishing materials or labor or fulfilling the contract.

3. AN AFFIRMATIVE ACTION AFFIDAVIT.

Bidders are required to comply with the requirements of P.L. 1975, C.127 (N.J.A.C.17:27) and with all provisions of N.J.S.A. 10:21 through 10:24 and all rules and regulations promulgated thereunder regarding Affirmative Action & Executive Order 11246 regarding equal employment opportunity, as amended.

4. POWER OF ATTORNEY

Authorizes another person to act as the bidder's agent or attorney.

5. OWNERSHIP STATEMENT CERTIFICATE

Setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock.

6. NON-COLLUSION AFFIDAVIT

7. DOCUMENT ACKNOWLEDGING THE BIDDER'S RECEIPT OF ANY NOTICE OF REVISION OR ADDENDA TO ADVERTISEMENTS OR BID DOCUMENTS.

8. A LISTING OF SUBCONTRACTORS AS REQUIRED BY SECTION 16 OF P.L. 1971, c.198 (C.40A:11-16).

8. BUSINESS REGISTRATION CERTIFICATE

In the event that the check or bank draft is delivered with the proposal as aforesaid, the same will be returned to all unsuccessful bidders upon the award of the contract to the successful bidder. No proposals or bids will be received subsequent to the time specified in said advertisement.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Mayor and council of the Borough of Englewood Cliffs.

The Borough reserves the right to reject any and all bids and to waive any informality in the bids.

Bidders are required to comply with requirements of P.L. 1975, C127 and with all provisions of N.J.S.A. 10:21 through 10:24 and all rules and regulations promulgated thereunder.

Lisette M. Duffy, RMC
Borough Clerk/Administrator

**BOROUGH OF ENGLEWOOD CLIFFS
482 HUDSON TERRACE
ENGLEWOOD CLIFFS, NJ 07632**

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF
ENGLEWOOD CLIFFS LEAVES**

LEAF SEASON 2015

The Borough of Englewood Cliffs is requesting a bid for the pickup, transportation and disposal of Englewood Cliffs' fall leaves beginning October 12, 2015 to December 11, 2015 or until all the leaves have been collected. Term of contract shall encompass the season, as needed, in the time period of 120 days from date of award of contract to successful bidder.

- The leaves are to be picked up from the Englewood Cliffs DPW yard located at 342 Hudson Terrace on Wednesdays.
- Loading will be done by the Englewood Cliffs DPW into open top trailers.
- Based on the volume of leaves collected, vendor must be able to provide 10 to 12 vehicles each Wednesday each with a load capacity of one hundred cubic yards.
- 12 loads being the maximum per day.
- Vendor will be called on Mondays to order the number of trailers needed that week.
- Trailers must be on location and ready to begin loading by 6:30am and finish before 3:30pm
- Supply the name of the License composting facility where the leaves are to be delivered and a copy of the license.
- Provide proof of delivery to a licensed composting facility

Proposals and accompanying documents must be delivered to the Englewood Cliffs Municipal Building, 482 Hudson Terrace, Englewood Cliffs, NJ 07632 in accordance with the Request for Bids

Lisette M. Duffy, RMC
Borough Clerk/Administrator

**BOROUGH OF ENGLEWOOD CLIFFS
482 HUDSON TERRACE
ENGLEWOOD CLIFFS, NJ 07632**

PROPOSAL FORM

**THE FURNISHING OF PICKUP, TRANSPORTATION AND DISPOSAL OF ENGLEWOOD
CLIFFS LEAVES**

LEAF SEASON 2015

Bidders Name: _____

Signature: _____ Date _____

Print Name _____ Title _____

Address: _____

Phone Number _____ Fax Number _____

Historic quantities (in cubic yards)

2014- 7,190 cubic yards

2013- 5,740 cubic yards

2012- 6,356 cubic yards

2011- 5,070 cubic yards

2010- 7,140 cubic yards

Price per cubic yard of leaves picked up at Department of Public Works

Leaves: \$ _____ per cubic yard

Term of contract shall encompass the season, as needed, in the time period of 120 days from date of award of contract to successful bidder.

CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, the _____

_____ a corporation

organized and existing under the laws of the State of _____ and authorized to

do business in the State of New Jersey, do hereby consent and agree with the Borough of

Englewood Cliffs that if the foregoing proposal of _____

_____ hereinafter called the Contractor, for the _____ be

accepted, and a Contract for said work be awarded to said Contractor, we will, upon its being so awarded, become Surety for said Contractor and agree to be bound with said Contractor upon the terms and conditions set forth in the Proposal and Specifications and shall provide security through the issuance of a Performance Bond in an amount equal to One Hundred Percent (100%) of the Contract price and to be conditioned so as to indemnify the Borough of Englewood Cliffs against loss due to the failure of the Contractor to fulfill the obligations and requirements of said Contract.

IN WITNESS WHEREOF, said Surety has caused these presents to be signed and attested by a duly authorized officer, and its corporate seal to be hereto affixed this ____ day of _____, 2015 .

By _____
Surety Company
Attorney-in-Fact

ATTEST:

NOTE: PLEASE EXECUTE THIS CONSENT OF SURETY FORM.

Consent of Surety must be accompanied by (a) appropriate acknowledgments of the respective parties, (b) appropriate duly certified copy of Power of Attorney or other certificate of authority where Consent of Surety is executed by agent, officer, or other representative of Principal or Surety, (c) a duly certified extract from By-Laws or resolutions of Surety under which Power of Attorney or other certificate of authority of its agent, officer or representative was issued and (d) duly certified copy of latest published financial statement of assets and liabilities of Surety.

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF _____)

)

ss.:

COUNTY OF _____)

I, _____ being first duly sworn under oath affirm that I am

_____ (sole owner, a partner, president, secretary, etc.) of _____

_____, the party making the foregoing bid proposal (hereafter referred to as the "Contractor").

EXHIBIT A (April/2010)
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

1. The Contractor is familiar with and will fully comply with the anti-discrimination, equal employment opportunity and affirmative action requirements obligations imposed by New Jersey Law pursuant to N.J.S.A. §10:2-1 et seq., N.J.S.A. §10:5-1 et seq., N.J.S.A. §10:5-31 et seq., and the rules regulations pursuant thereto, including N.J.A.C. 17:27.

2. During the performance of this Contract, the Contractor agrees, pursuant to N.J.S.A. §10:5-31 et seq., 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.

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.**

I am aware that if my assertions on behalf of the Contractor made in this Affirmative Action Affidavit are false, I am subject to punishment.

(Signature)

(Title)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF , 2015.

Notary Public of

My Commission Expires: _____

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

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

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the Borough, a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partners, exceeding 10% ownership criteria established in this act has been listed. This form shall be submitted with the bid whether or not a stockholder or partners owns less than 10% of the business submitting the bid.

Date: _____

LEGAL NAME OF BIDDER: _____

Check which business entity the bidder is:

Corporation _____

Complete if the bidder is one of the 3 types of Corporations:

Limited Liability Corporation _____

Date Incorporated: _____

Subchapter S Corporation _____

Where Incorporated: _____

Partnership _____

Limited Partnership _____

NOTE: If no stockholder or partner owns 10% or more of the business submitting the bid, please sign and date this form

Limited Liability Partnership _____

Sole Proprietorship _____

SIGNATURE DATE

BUSINESS ADDRESS:

Street Address City State Zip

Telephone # Fax #

Listed below are the names and addresses of all stockholders or individuals who own ten percent (10%) or more of its stock of any classes, or who own ten percent (10%) or greater interest therein.

Name	Address
------	---------

Name	Address
------	---------

Name	Address
------	---------

Name	Address
------	---------

NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ being first duly sworn, deposes and says that he

is _____(sole owner, a partner, president, secretary, etc.) of

_____, the party making the foregoing proposal or bid; that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Borough, or any other person interested in the proposed License Agreement; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto, to any association or to any member of agent thereof, or to any person whatsoever.

(Affiant)

(Title)

SWORN AND SUBSCRIBED TO
BEFORE ME THIS DAY
OF _____, 2015.

Notary Public in and for

_____ County,

My Commission Expires:

LIST OF PRINCIPAL SUBCONTRACTORS

Pursuant to NJ Local Public Contracts Law 40A:11-16, each bidder shall list the name or names of, and provide evidence of performance security (Consent of Surety) from all subcontractors to whom the Bidder proposes to subcontract the furnishing of plumbing and gas fitting, and all kindred work, of the steam and hot water heating and ventilating apparatus, of steam and hot water heating and ventilating apparatus, of steam power plants and kindred work, and of electrical work, structural steel and ornamental iron work, each of which subcontractor shall be qualified in accordance with the Contract Documents and N.J.S.A. 40A:11-16.

NAMES AND ADDRESSES OF ALL SUBCONTRACTORS TO BE USED FOR THE PROJECT

<u>Name and Address</u>	<u>Trade</u>	<u>Dollar Amount of SubContract</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Add Additional Sheets, if so required)

PLEASE NOTE: A Business Registration Certificate and a New Jersey Public Contractor's Registration Certificate must be provided for each listed Subcontractor.

STATE OF NEW JERSEY

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

Assignment

Code

FORM AA-201

Revised 11/11

INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION

For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa201ins.pdf

1. FID NUMBER	2. CONTRACTOR ID NUMBER	5. NAME AND ADDRESS OF PUBLIC AGENCY AWARDDING CONTRACT				
3. NAME AND ADDRESS OF PRIME CONTRACTOR		Name:				
		Address:				
(Name)		CONTRACT NUMBER		DATE OF AWARD	DOLLAR AMOUNT OF AWARD	
(Street Address)		6. NAME AND ADDRESS OF PROJECT			7. PROJECT NUMBER	
(City) (State) (Zip Code)		Name:				
		Address:				
4. IS THIS COMPANY MINORITY OWNED [] OR WOMAN OWNED []		COUNTY		8. IS THIS PROJECT COVERED BY A PROJECT LABOR AGREEMENT (PLA)? YES OR NO		
9. TRADE OR CRAFT	PROJECTED TOTAL EMPLOYEES				PROJECTED PHASE - IN DATE	PROJECTED COMPLETION DATE
	MALE		FEMALE			
	J	AP	J	AP		
1. ASBESTOS WORKER						
2. BRICKLAYER OR MASON						
3. CARPENTER						
4. ELECTRICIAN						
5. GLAZIER						
6. HVAC MECHANIC						
7. IRONWORKER						
8. OPERATING ENGINEER						
9. PAINTER						
10. PLUMBER						
11. ROOFER						
12. SHEET METAL WORKER						
13. SPRINKLER FITTER						
14. STEAMFITTER						
15. SURVEYOR						
16. TILER						
17. TRUCK DRIVER						
18. LABORER						
19. OTHER						
20. OTHER						

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

(Signature)

10. (Please Print Your Name)

(Title)

(Area Code)

(Telephone Number)

(Ext.)

(Date)

MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:
http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf

1. Name and address of Prime Contractor <small>(NAME)</small>		2. Contractor ID Number	3. F ID or SS Number	
			4. Reporting Period	
<small>(ADDRESS)</small>		5. Public Agency Awarding Contract		Date of Award
<small>(CITY)</small>	<small>(STATE)</small>	<small>(ZIP CODE)</small>	6. Name and Location of Project	
			County	7. Project ID Number

8. CONTRACTOR NAME <small>(LIST PRIME CONTRACTOR WITH SUBS FOLLOWING)</small>	9. PERCENT OF WORK COMPLETED	10. TRADE OR CRAFT	CLASSIFICATION <small>(SEE REVERSE)</small>	11. NUMBER OF EMPLOYEES						12. TOTAL NO. OF MIN. EMP.	13. WORK HOURS				14. % OF WORK HRS		15. CUM. WORK HRS			16. CUM. % OF W/H	
				A.	B.	C.	D.	E.	F.		TOTAL	A.	B.	A.	B.	TOTAL	A.	B.	A.	B.	
				TOTAL	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	FEMALES		MIN. W/H	FEMALE W/H	% OF MIN. W/H	% OF FEMALE W/H	WORK HOURS	MIN. HOURS	FEMALE HOURS	% OF MIN. W/H	% OF FEM. W/H		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		
			J																		
			AP																		

17. COMPLETED BY (PRINT OR TYPE)

(NAME) (SIGNATURE) (TITLE)

(AREA CODE) (TELEPHONE NUMBER) (EXT.) (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 EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. 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)		CITY	STATE	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						
10. PUBLIC AGENCY AWARDED CONTRACT			CITY	COUNTY	STATE	ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	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 AN EEO-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	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MI.	
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
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)