



**HACKENSACK BOARD OF EDUCATION**  
**Business Office**  
*191 Second Street*  
*Hackensack, New Jersey 07601*

***REQUEST FOR PROPOSAL***  
***(RFP)***

**RESEARCH-BASED TEACHER PRACTICE EVALUATION  
FRAMEWORK PROVIDER (for EE4NJ Program)**

**RFP 13-12**

Submission Date:  
Thursday, December 27, 2012  
10:00 a.m.

**HACKENSACK BOARD OF EDUCATION**

**REQUEST FOR PROPOSALS**

**FOR**

**RESEARCH-BASED TEACHER PRACTICE EVALUATION**

**FRAMEWORK PROVIDER (for EE4NJ Program)**

**pursuant to N.J.S.A. 18A:18A-4.4**

**NOTICE OF REQUEST FOR PROPOSALS**

Notice is hereby given that sealed competitive contracting proposals will be received by the Hackensack Board of Education (hereinafter referred to as the "Board") located at 191 Second Street, Hackensack, New Jersey 07601, from interested vendors for a Teacher Practice Evaluation Framework Provider (herein referred to as the "Framework Provider" or the "Vendor") in accordance with the Request for Proposals prepared by the Board.

A copy of the Request for Proposals may be inspected and picked up at the Board offices between the hours of 8:30 a.m. and 4:00 p.m., except Saturdays, Sundays and holidays. Further information may be obtained by calling the Assistant School Business Administrator at 201-646-0378.

All vendors submitting proposals must use and complete all forms and include all information required in the Request for Proposals. Proposals shall be submitted, original and seven copies in a sealed envelope with "Teacher Practice Evaluation Framework Provider" marked on the front of the envelope.

Pursuant to P.L. 2004, c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of P.L. 1975, c. 127, "Law Against Discrimination" and the Affirmative Action statutes and regulations, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.

Proposals must be submitted to the Hackensack Board of Education no later than 10:00 am Thursday, December 27, 2012. If sent by mail, clearly marked as "Proposal for Teacher Practice Evaluation Framework Provider" and the proposals should be addressed to the Hackensack Board of Education, 191 Second Street, Hackensack, New Jersey 07601. Every proposal must be accompanied by a certified check or bid bond in

an amount not less than ten percent (10%) of the bid or \$20,000.00, whichever is less.

All proposals will be opened and read to the public at that time by the School Business Administrator/Board Secretary at the Board offices. All proposals shall be evaluated by a selection committee who shall prepare a report evaluating the proposals and recommend an award. The report shall be made available in accordance with N.J.S.A. 18A:18A-4.5. No proposal may be withdrawn for a period of sixty (60) days from the opening of the proposals.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interest of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

### **Introduction and Background**

The Board is soliciting proposals from vendors by way of competitive contracting pursuant to N.J.S.A. 18A:18A-4.1 et seq. Specifically, the Vendor selected as a result of this Request for Proposals will be expected to furnish a Proposal for a Teacher Practice Evaluation Framework Provider to address the district's needs for implementing a teacher evaluation system aligned to the 2011 InTASC Model Core Teaching Standards. The Board also expects the Proposal to cover continued training and support for teachers and other district personnel. It is the Board's expectation that only proprietary software designed specifically for school districts, and with New Jersey school districts in mind, can address these needs, as opposed to "off the shelf" software.

### **Purpose/Technical Specifications**

The Board is seeking a Framework Provider to supply a research-based evaluation system which has been shown to be valid and reliable. The system must thoroughly support the Charlotte Danielson or similar framework, including on-line data collection tools, inter-rater reliability training with proficiency assessments for administrators, and multiple types of professional development resources, including high definition panoramic video cameras. The specifications include:

- A. The online data collection tool must include pre-created surveys using the Danielson or similar framework and the ability to be easily modified for varied surveys using a survey-type engine.
  - The online data collection tool must have the ability to complete walkthroughs using an iPad or other mobile device with or without internet service.

- The online data collection tool must have the ability to send the teacher a report, store the observations for later review, and allow the district to aggregate the data as needed.
  - The Framework Provider must support this service with training and provide unlimited technical support.
- B. The system must provide an inter-rater training program aligned to the Danielson or similar framework for evaluators, which provides training to minimize bias.
- The system must include practice videos and proficiency tests aligned to the Danielson or similar framework to rate teaching practice accurately, objectively, and consistently.
  - The practice exams should include video classroom examples that have been pre-scored by the Danielson or similar experts.
  - The system must provide professional development for administrators and teachers, including face-to-face training with consultants from the Danielson or similar group.
  - The face-to-face training of the system's professional development component must include at least three (3) days of training for administrators and two (2) days of training for teachers.
  - The system should include online teacher professional development, complete with classroom modeling examples, student work examples, and expert commentary over classroom video for an unlimited number.
  - All pedagogy courses must be separated by grade level and subject level (Math, Science, and English Language Arts) with a minimum of 2,500 videos and 110 courses.
  - The system must allow the district to create its own courses and upload its own video.
- C. The system must provide additional professional development through the use of high definition panoramic cameras at each location (for a total of six (6) cameras) that can capture videos and recordings.

- The system will be supported by a software program for managing the recording sessions. The software system will allow for unlimited video upload.
- The recording station must have a dedicated video capture station and at least two (2) wireless microphones that are rechargeable on the recording station base, a protective carrying case with wheels and at least a one (1) year warranty.
- The software to support the video uploads must incorporate the Danielson or similar framework language under the video while watching the videos.
- The software must have the ability to share the videos with teachers and principals using a discussion board where important sections can be tagged.
- The software storing capabilities must include the ability to create a library of best practices. Technical training for the use of the cameras and video upload will be provided using a train the trainer model.

D. Additional information can be found at <http://www.state.nj.us/education/EE4NJ>.

A. Proprietary Information

If the Proposal includes any proprietary data or information that the Vendor does not want disclosed to the public, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the Board solely for the purposes of evaluating proposals and conducting contract negotiations.

B. Cost of Proposal Preparation

The cost of preparing a response to this Request for Proposals, including site visits and/or preliminary analyses, will not be reimbursed by the Board.

**Invitation to Submit Proposals**

- A. Proposals will be accepted by the Board for the performance of the project designated in this Request for Proposals. The proposals shall cover all costs of any nature, incident to and growing out of the work, including but not limited to the cost of all work, labor, materials, equipment, transportation and the cost of anything else necessary to supply the designated goods or services, or perform and complete the project, in the manner and within the time required by the specifications, all incidental expenses in connection therewith, all costs on account of loss by

damage or destruction of the project, and any additional expenses for unforeseen difficulties encountered, for settlement of damages and for replacement of defective work and materials.

- B. Each vendor shall determine that it can secure the necessary goods and services, labor, or equipment and that the materials it proposes to use will comply with the requirements contained in this Request for Proposals and can be obtained by it in the quantities and at the time required.

### **Prequalification of Vendors**

- A. All vendors shall furnish satisfactory evidence that they have sufficient means and experience in the type of work to complete the project in accordance with the specifications. A Vendor Personnel and Experience Sheet shall be submitted to the Board as part of these documents. The Board may make such additional investigations as it deems necessary to determine the ability, competence and financial responsibility of any vendor to perform its work.
- B. Each vendor shall furnish the Board with a list of at least three (3) public school districts in the State of New Jersey for which it has provided the required services through the Excellent Educators for New Jersey (EE4NJ) program. The list shall include the year(s) the services were provided and the name, address, and telephone number of the duly authorized representative of the school districts.

### **Preparation of Proposals**

- A. Vendors shall comply with the requirements contained in, and shall include all information requested in, the Request for Proposals.
- B. Any proposal not received by the date and time set forth in the Request for Proposals, 10 am Thursday December 27, 2012 will not be considered by the Board.
- C. All vendors must use and complete the following forms in full:
  - 1. Affidavit of Non-Collusion
  - 2. Stockholder or Partnership Disclosure Statement
  - 3. Affirmative Action Forms attached hereto as Exhibits A and B and evidence of compliance therewith
  - 4. Business Registration Certificate to perform work in New Jersey. Pursuant to P.L. 2004, c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate

issued by the New Jersey Department of Treasury, Division of Revenue.

5. Affirmative Action Acknowledgment Form
  6. Form I - Vendor Personnel and Experience, including attached Sections A-E as set forth below under "Form of Proposal"
- D. Proposals must be submitted on the Form of Proposal furnished by the Board and as otherwise set forth herein. Where the Vendor is a corporation or a partnership, the person submitting the proposal must certify that he is duly authorized to submit a proposal on behalf of the corporation or partnership. The corporate seal should be affixed to the proposal. Alternative proposals will not be accepted unless otherwise authorized in the proposal documents. No conditions, limitations or other provisions may be placed on a proposal.
- E. Proposals shall be submitted in a sealed envelope with the name and address of the Vendor and the name of the project ("Teacher Practice Evaluation Framework Provider") marked on the front of the envelope. Telegraph, telecopy or facsimile of proposals will not be considered.
- F. Proposals shall be submitted with one (1) original and seven (7) copies.
- G. A vendor may withdraw its proposal at any time prior to the scheduled time for opening proposals. No proposal, however, may be withdrawn for a period of sixty (60) days from the opening of the proposals.

The Board reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### **Form of Proposal**

In addition to the forms set forth above, each vendor must submit as part of its Proposal a fully completed "Form I - Vendor Personnel and Experience," and must submit the following additional forms attached thereto, each of which should begin on a separate page, with each page clearly stating the name of the Vendor:

#### **A. Vendor Background and Qualifications**

Section A of the Proposal must contain the following information about the Vendor:

1. Information about the Vendor (addresses, telephone numbers, names of contact persons and of lead personnel) required by

Form I but requiring additional space beyond the space allotted thereon should be provided as Section A-1.

2. Resumes for each of the individuals listed as lead personnel for the Vendor on Form I or Section A-1 should be included in the Proposal as Section A-2.
3. All vendors must provide proof of insurance, as required, as Section A-3.
4. Additional information about the project team, its personnel, financial condition, or qualifications may be included in the Proposal as Section A-4 (optional).

B. Technical Aspects of the Proposal/Project Timetable

Section B of the Proposal should contain the following information about the Vendor's technical approach and project timetable:

1. Information about the specific software the Vendor proposes to supply or install as Section B-1.
2. A description of how the Vendor intends to train existing staff to use the software as Section B-2.
3. A description of how the Vendor intends to provide technical support and/or maintenance for the software as Section B-3.
4. A timetable as to the duration of the Proposal as Section B-4.
5. Additional information about the technical approach or timetable may be included in the Proposal as Section B-5 (optional).

C. Cost of the Proposal

Section C of the Proposal must contain information about the financial aspects of the Proposal:

1. The overall lump sum cost as Section C-1.
2. The cost of each component or portion of the Proposal (software purchase, installation, conversion of data, training of staff, and technical support/maintenance) as Section C-2. This must include a fee proposal for each component of the evaluation system and must include the cost of annual maintenance.

D. Additional Information

Any additional information the Vendor believes to be relevant to the Board's selection efforts may be included in the Proposal as Section D-1 (optional).

E. Outline of Proposal Contents

The following is an outline of the requirements for proposal contents described in this section:

Section A: Vendor Background and Qualifications

Section A-1: General Information: Vendor - Form I

Section A-2: Project Team Resumes

Section A-3: Proof of Insurance

Section A-4: Additional Information (Optional)

Section B: Technical Aspects of the Proposal

Section B-1: Software Information

Section B-2: Training Approach

Section B-3: Technical Support/Maintenance Approach

Section B-4: Project Timetable

Section B-5: Additional Information (Optional)

Section C: Financial Aspects of the Proposal

Section C-1: Overall Project Cost

Section C-2: Costs of Portion or Component of the Project

Section D: Additional Information

Section D-1: Additional Information: General

**Proposal Evaluation**

A. Timetable

1. The Board expects to undertake the selection process shortly after the deadline for receiving Requests for Proposals and potentially expects to award the contract on or about February 11, 2013.
2. Each step in the selection process is described in the sections that follow.
3. All proposals will be evaluated by a Selection Committee. The Committee may conduct interviews with finalists to clarify information provided in the proposals. The Board will make a final selection based upon such factors as are deemed to be in its best interests, as recommended by the Selection Committee.

- B. Proposals will be evaluated and scored on the basis of the following criteria, to be accorded the relative weight indicated in parentheses:

**1. Technical Criteria and Qualifications (50%):**

Preference will be given to vendors whose Software can best meet the Board's needs and whose Software is most intuitive and user-friendly. Proposals should outline the Vendor's specific proposal for maintenance and support for the software following installation, and should demonstrate the ability of the Vendor to provide service on both a routine and emergency basis. Preference will also be given to vendors who can provide technical support, training and operational enhancements that will assure the success of the project over the entire term. Vendors should demonstrate their capabilities and methodologies regarding training and technical support. Vendors should set forth a timetable for the installation of the software, the conversion of the Board's existing data and the training of staff.

A. Proposed Methodology:

1. Does the Vendor's Proposal demonstrate a clear understanding of the scope of services and related objectives?
2. Is the Vendor's Proposal complete and responsive to the specific requirements of the Request for Proposals?
3. Has the past performance of the Vendor's proposed methodology been documented?
4. Does the Vendor's Proposal reflect that the Vendor is well versed in all applicable requirements and practices?
5. Does the Vendor's Proposal provide the required equipment, specifically the panoramic video cameras?

**2. Management Criteria (30%):**

Preference will be given to vendors demonstrating strong capabilities, experience, and reputation in undertakings similar to those described in this Request for Proposals, and

providing authoritative documentation of the Vendor's financial condition and stability. Specifically, the Vendor shall list other clients where similar projects have been successfully implemented and monitored.

B. Management:

1. Will the Vendor provide all services in a timely fashion to meet the Board's needs?
2. Will a principal of the Vendor be available to attend Board meetings when requested?
3. How is work distributed among the Vendor's staff, if there are principals and associates?

C. History and experience in performing the work:

1. Does the Vendor document a record of reliability and timely response?
2. Does the Vendor demonstrate a track record of reliable and competent service?
3. Does the Vendor document industry experience?
4. Does the Vendor have a record of moral integrity?

D. Availability of personnel, facilities, equipment and other resources:

1. To what extent does the Vendor rely on in-house resources as opposed to contracted resources?
2. Are the availability of in-house and contract resources documented?

E. Qualification and experience of personnel:

1. Does the Vendor document experience in performing similar work by employees and, where appropriate, by sub-consultants or subcontractors?
2. Does the Vendor document oversight and mentoring of newer/inexperienced employees?

### **3. Cost Criteria (20%):**

Cost is an important consideration to the Board, and preference will be given to the most cost-effective Proposal.

#### **A. Cost of services to be performed:**

1. Relative cost: How does the fee schedule compare to other similarly scored proposals?
2. Full explanation: Is the price and its component charges adequately explained or documented?

#### **B. Vendor's financial stability and strength:**

Does the Vendor have sufficient financial resources to meet its obligations?

### **Award of Contract**

An award shall be made as follows:

- A. Proposals shall be evaluated in accordance with the methodology specified above.
- B. A report shall be prepared by the Selection Committee evaluating the proposals. The report shall include a list of all vendors who submitted a proposal, summarize each proposal, rank the vendors in order of evaluation, and recommend an award.
- C. This report will be available to the public not less than 48 hours prior to the award, or when made available to the Board, whichever is sooner.
- D. The Board may reject a proposal for the reasons set forth in N.J.S.A. 18A:18A-22. An award will be made within sixty (60) days of receipt of proposals, or longer upon consent.

### **Proposal Guarantees**

- A. Every proposal must be accompanied by a guarantee in the form of an unconditional certified check, cashier's check or "bid bond" furnished by a surety company authorized to do business in the State of New Jersey in an amount of ten percent (10%) of the Vendor's base proposal, but not in excess of \$20,000. **The failure to include the proposal guarantee is a material defect that cannot be waived.**

- B. The ten percent (10%) security shall be forfeited if the Vendor fails to execute a contract with the Board within ten (10) days after the contract is awarded. In the event the Vendor defaults by failing to execute the contract or to provide all guarantees, insurance, and other items required, the funds represented by such Vendor's guarantee shall be released to the Board and become and remain the property of the Board. Delivery of the guarantee constitutes an agreement of the Vendor, and the surety, and any other entity that issued the Proposal, that such amount shall be released to the Board in the event of such default. In the event of default and subsequent award of the contract to another vendor, the Vendor shall be liable for the difference between the amount of its Proposal and the amount for which the Board is obligated to pay on an award to another vendor, less the ten percent (10%) security.

### **Stockholder or Partnership Disclosure Statement**

- A. Pursuant to P.L. 1977, c. 33 (N.J.S.A. 52:25-24.2), all corporations and partnerships shall submit a statement with their Proposal which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner exceeding the ten percent (10%) ownership criterion has been listed.
- B. Any vendor whose stockholders or partners own less than ten percent (10%) of the stock shall certify such fact to the Board.
- C. A form affidavit is included as part of the Request for Proposals.

### **Payments**

Upon presentation of a duly executed voucher, payment for the software shall be made within thirty (30) days of the completion of the delivery, and installation of the software to the satisfaction of the Board, and acceptance by the Board, provided the Vendor has furnished all applicable warranties, training sessions, and training manuals. The Board reserves the right to withhold payment in the event the software does not conform to the requirements of these specifications.

**Form of Agreement**

The contract shall be comprised of the Request for Proposals, any amendments, clarifications, and diagrams, the proposal documents, and an Agreement between Board and the Vendor.

**Insurance**

The minimum insurance coverage required by the Board to be maintained by the successful Vendor through either insurance policies from insurance companies licensed to do business in the State of New Jersey and rated A- or better by A.M. Best Company, or through formal fully-funded self-insurance programs authorized by law and acceptable to the Board, shall be as follows:

- A. Workers Compensation: (in accordance with the laws of the State of New Jersey and any other jurisdiction required to protect employees of the Board and any and all Contracted Parties who will be engaged in the performance of the work on this project)

Applicable Federal, State:	Statutory
Employers' Liability (each accident)	\$ 500,000.00

- B. Vendor's Liability Insurance: (contract liability products/completed operations, explosion and collapse and underground operations)

Comprehensive General Liability and Comprehensive Automobile Liability as follows:

- 1. Bodily Injury:  
Each Occurrence \$ 1,000,000.00
- 2. Property Damage: (Including Completed Operations Broad Form)  
Each Occurrence \$ 1,000,000.00
- 3. Personal Injury (with Employment Exclusion Deleted):  
Each Occurrence \$ 1,000,000.00
- 4. Automobile Liability:  
(Owned, Non-Owned and Hired/ Combined Single Limit)  
Bodily Injury \$ 1,000,000.00  
Bodily Injury \$ 1,000,000.00  
Each Occurrence \$ 1,000,000.00

- C. Excess Umbrella Liability: \$ 2,000,000.00

Excess liability shall have a drop-down provision to cover over \$1,000,000.00 of Employers' Liability section of Workers' Compensation listed above.

D. Contractual Liability Endorsement

E. Completed Operations & Products Liability:       \$ 1,000,000.00

Maintain until one year after issuance of Final Certificate of Payment.

A certificate of insurance which names the Board as an additional named insured shall be furnished to the Board at the time the contract is signed. Each policy shall contain a provision that the policy cannot be cancelled or allowed to expire and the limits will not be reduced until at least thirty (30) days' notice is given to the Vendor and the Board by certified mail, return receipt requested.

**Liability**

- A. The Vendor shall assume full responsibility and liability for any and all injuries to any person, and any and all damages to any property, resulting from or in connection with the project, which are caused by any error, omission, or negligent act of the Vendor, its agents and employees, and any subcontractor which it may employ.
- B. The Vendor shall be liable for any and all damages caused by a breach of the terms of this contract.

**Indemnification**

- A. The indemnification obligations of the Vendor shall be deemed to include the indemnification obligations of the Vendor's subcontractors and suppliers.
- B. The Vendor shall indemnify and hold harmless the Board, its employees, officers, agents and servants, from any and all claims, liability, damages and expenses, including reasonable attorneys' fees, arising out of, resulting from, or in connection with the project, which are caused by any error, omission, neglect or intentional act of the Vendor, its employees or agents.
- C. The Vendor shall indemnify and hold harmless the Board, its employees, officers, agents and servants, from any and all claims, demands, suits, damages, costs and expenses, including reasonable attorneys' fees, arising out of or in any way related to a breach of the Vendor's agreement with the Board or any personal injury or property damage that may arise out of or result from the acts or omissions of the Vendor in performing the work, or as a result of the following:
  - 1. the acts or omissions of the Vendor, its agents, servants, officers, employees, subcontractors, sub consultants or any

other person working at the Vendor's request, subject to its discretion, or on its behalf;

2. the loss of life or property, or injury or damage to the person, body or property of any person or persons whatsoever, that arises or results directly or indirectly from performance of the work or delivery of deliverables by the Vendor, its agents, servants, officers, employees, subcontractors, sub consultants, or any other person acting at the Vendor's request, subject to its direction, or on its behalf;
  3. any negligence, default, breach, or errors or omissions of the Vendor, its agents, servants, officers, employees, subcontractors, sub consultants, or any other person acting at the Vendor's request, subject to its direction, or on its behalf;
  4. violation or non-compliance, with any federal, state, local or municipal laws, regulations, ordinances, building codes (including, without limitation, the Americans with Disabilities Act, OSHA, or Environmental Protection Act), arising from the performance or non-performance of, or arising out of conditions created or caused to be created by, the Vendor, its agents, servants, officers, employees, subcontractors, sub consultants, or any other person acting at the Vendor's request, subject to its direction, or on its behalf; and
  5. The use of copyrighted or un-copyrighted information, composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the work.
- D. The Board may defend itself, at the Vendor's expense, from any claim or lawsuit which may arise out of the Vendor's performance or lack of performance under the terms of this contract, or the Board may elect to have the Vendor provide the Board with legal representation at the Vendor's own expense.
- E. The provisions of this section shall survive the termination of the contract documents.

### **Non-Collusion**

No official or employee of the Board who is authorized in his or her official capacity to negotiate, make, accept or approve, or to take part in such decision regarding a contract in connection with equipment shall have any financial or other personal interest in any such contract. The Board and its officers and employees shall comply

with the School Ethics Law, N.J.S.A. 18A:12-21 et seq. and N.J.A.C. 6A:28.

No vendor shall directly or indirectly enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free, competitive contracting in connection with this project.

A form affidavit of non-collusion is included as part of the Request for Proposal documents and must be completed by the Vendor.

### **Business Registration Certificate**

Pursuant to P.L. 2004, c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. The failure to include a business registration certificate is a material defect which cannot be waived.

### **Waiver**

No action or failure to act by the Board shall constitute a waiver of any right it may have under the terms of this contract.

### **Laws**

The Vendor shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. The contract shall be governed by the laws of the State of New Jersey.

### **Law Against Discrimination**

The Vendor agrees to comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the Laws Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 6:4-1.6, and N.J.A.C. 17:27-1.1 et seq., as set forth at length in Exhibits A and B attached hereto and made a part hereof.

### **Pay-to-Play Disclosure**

The Vendor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, § 3) if the Vendor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Vendor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

## CHECKLIST

The forms, as noted below, are part of the Proposal package and must be properly completed and submitted with the Proposal. Failure to provide any of the item(s) listed below may cause disqualification of the Proposal in accordance with law.

- Form of Proposal (Sections A-E)(pages 8-10), including:
  - Official Statements (page 21)
  - Form I - Vendor Personnel and Experience (page 31)
- Stockholder or Partnership Disclosure Statement (page 23)
- Non-Collusion Affidavit (page 25)
- Exhibits A and B (pages 26 and 30)
- Proposal Security (Certified Check or "Bid Bond")
- Business Registration Certificate

OFFICIAL STATEMENTS TO BE ACCOMPANIED WITH PROPOSAL

The undersigned certifies that he/she has examined the Request for Proposals, together with all forms included therewith, and all addenda and has familiarized himself/herself with all conditions affecting the Cost of the Work, including existing conditions at the site and assumes all responsibility for delivering the work in accordance with the Contract Documents.

The undersigned agrees to perform the project in accordance with the Request for Proposals, and any amendments or clarifications thereto and accepts the terms thereof as a binding contractual obligation if its Proposal is accepted.

The undersigned declares that no one other than those herein named have any interest in this Proposal.

The undersigned is:

- An Individual
- A Partnership ( )
- A Corporation ( ) under the laws of the State of \_\_\_\_\_ having its Principal Office in the City of \_\_\_\_\_, County of \_\_\_\_\_, and the State of \_\_\_\_\_.

The undersigned affirms that the Proposal includes all charges and expenses for the furnishing of all labor, work, materials, and equipment necessary or reasonably inferable from the contract documents for the completion of the work in accordance with the contract documents. If awarded the contract, I will comply with all stipulations contained in the specifications.

The undersigned agrees that if a contract is awarded to him/her, he/she will execute and deliver the contract prepared on behalf of the Board, within ten (10) days after receipt of the contract, together with the performance bond as required in the Specifications, Insurance Certificate, and Vendor Certification Upon Award of Contract.

The undersigned further agrees that, if awarded a contract, he/she will commence work within ten (10) days of receipt of an executed Contract.

The undersigned further agrees that the terms and conditions set forth in the Proposal will remain open for at least sixty (60) days from the deadline for submission of proposals.

Submitted by:

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

E-mail address \_\_\_\_\_

I certify that I, \_\_\_\_\_, am the \_\_\_\_\_ of the Vendor submitting this proposal and that I am authorized to submit this proposal on behalf of the Vendor and that the information contained on all of the proposal documents is true and accurate. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

The undersigned further certifies that he or she has read the foregoing conditions and specifications and has become familiar with the contents thereof, and that the proposal submitted by \_\_\_\_\_ to the Board of Education, Hackensack Board of Education submitted in strict accordance with said Request for Proposals. Any matter submitted with the proposal document attempting to alter the Request for Proposals may be disregarded, or the proposal may be rejected.

WITNESS:

\_\_\_\_\_  
(Affix corporate seal)

\_\_\_\_\_  
Authorized Representative  
Title:



II.

\_\_\_\_\_  
Name of Corporation  
Partnership who holds 10% or  
more interest in the bidding  
corporation/partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

\_\_\_\_\_  
Name of Vendor

By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Official Title

Sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the Contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, up grading, 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, 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 afford equal employment opportunities to minority and women workers consistent with:

Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or

Good faith efforts to meet targeted 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, 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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 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.**

**The failure to submit such appropriate evidence will result in rescission of the contract.**

**AFFIRMATIVE ACTION CERTIFICATION  
GOODS, SERVICES AND PROFESSIONAL SERVICES CONTRACTS**

As a condition to entering into a valid and binding contract with the Board of Education, the Vendor and all subcontractors shall execute this Certification and provide the Board with appropriate evidence that:

1. The Vendor has a federally approved or sanctioned Affirmative Action Plan approval.
2. The Vendor has a Certificate of Employee Information Report issued in accordance with to N.J.A.C. 17:27-4.
3. The Vendor has an Employee Information Report (AA-302) provided by the Division to the Board of Education for distribution to and completion by the Vendor in accordance with N.J.A.C. 17:27-4. Complete the form and forward it to the Board of Education. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

**The failure to submit such appropriate evidence will result in rescission of the contract.**

I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

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

SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

EXHIBIT B

TO: All Vendors  
FROM: \_\_\_\_\_, Business Administrator/Board Secretary  
RE: AFFIRMATIVE ACTION

As a condition to entering into a valid and binding contract, you must submit evidence that:

1. The Vendor is operating under an existing federally approved or sanctioned Affirmative Action Plan.
2. The Vendor has a Certificate of Employment Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
3. The Vendor has an Employee Information Report (AA302), provided by the Division of Contract Compliance and Equal Employment Opportunity, which shall be completed by the Vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The Vendor shall not be eligible to submit an Employee Information Report unless the Vendor certifies and agrees as follows:

The Vendor, where appropriate, certifies that it has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and agrees to submit immediately to the Division of Contract Compliance and Equal Employment Opportunity a copy of the Employee Information Report.

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**FORM I - VENDOR PERSONNEL AND EXPERIENCE**

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Attach separate letters where requested.

1. Name of firm: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Phone and Fax Numbers: \_\_\_\_\_

4. Lead personnel for this project (persons who will have supervisory or other responsibility for the work to be performed):

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

When Organized or Incorporated: \_\_\_\_\_

5. State where Incorporated: \_\_\_\_\_

6. How many years have you been engaged in the contracting business under your present firm or trading name? \_\_\_\_\_  
\_\_\_\_\_

7. Have you ever failed to complete any work awarded to your firm? \_\_\_\_\_ If so, where and for whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you ever defaulted on a Contract? \_\_\_\_\_ If so, where and why? \_\_\_\_\_  
\_\_\_\_\_

9. Attach schedule of similar projects completed by your firm within the last three (3) years. \*\*
10. Attach background and experience of principals of the firm.\*\*
11. List names of projects, architects/clients and phone numbers to contact for references for projects in progress or completed in the last three (3) years. \*\*
12. List Bank Reference:

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\*\*Attach separate sheets to this Statement of vendor Personnel and Experience Sheet with Bid Proposal

13. List Trade References:

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Signature of:

\_\_\_\_\_  
 (Vendor, if vendor is an Individual)

\_\_\_\_\_  
 (Partner, if vendor is a Partnership)

\_\_\_\_\_  
 (Officer, if vendor is a Corporation)

Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Notary Public of \_\_\_\_\_  
 My Commission expires \_\_\_/\_\_\_/\_\_\_

Kristine Demay  
 Assistant School Business Administrator  
 Hackensack Board of Education  
 191 Second Street  
 Hackensack, New Jersey 07601

**Chapter 271**  
**Political Contribution Disclosure Form**  
**(Contracts that Exceed \$17,500.00)**  
**Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

**Reportable Contributions**

The Business Entity may attach additional pages if needed.

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**No Reportable Contributions** (Please check (✓) if applicable.)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

**P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**AN ACT** authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

**40A:11-51** 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C.19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

**52:34-25** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefore, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

**19:44A-20.13** 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 52:34-25**

**County Name: Bergen**

State: Governor, and Legislative Leadership Committees

Legislative District #: 32, 35, 36, 37, 38, 39, 40

State Senator and two members of the General Assembly per district.

County:

Freeholders  
Surrogate

County Clerk  
Registrar of Deeds

Sheriff

Fire Districts (Board of Fire Commissioners) - None

Municipalities (Mayor and members of governing body, regardless of title):

Fairview Borough	Glen Rock Borough	Allendale Borough
Carlstadt Borough	East Rutherford Borough	Alpine Borough
Garfield Borough	Lyndhurst Borough	Closter Borough
Moonachie Borough	North Arlington Borough	Cresskill Borough
Rutherford Borough	Wallington Borough	Demarest Borough
Wood-Ridge Borough	Bergenfield Borough	Dumont Borough
Bogota Borough	Englewood Borough	Emerson Borough
Englewood Cliffs Borough	Hackensack Borough	Harrington Park Borough
Leonia Borough	Maywood Borough	Haworth Borough
Palisades Park Borough	Ridgefield Park Borough	Hillsdale Borough Ho-
Rochelle Park Borough	Teaneck Borough	Ho-Kus Borough
Tenafly Borough	Cliffside Park Borough	Montvale Borough
Edgewater Borough	Elmwood Park Borough	New Milford Borough
Fair Lawn Borough	Fort Lee Borough	Northvale Borough
Hasbrouck Hgts Borough	Little Ferry Borough	Norwood Borough
Lodi Borough	Paramus Borough	Old Tappan Borough
Ridgefield Borough	Saddle Brook Borough	Oradell Borough
South Hackensack Borough	Teterboro Borough	Park Ridge Borough
Ramsey Borough	River Edge Borough	River Vale Borough
Rockleigh Borough	Saddle River Borough	Upper Saddle River Borough
Waldwick Borough	Washington Twp Borough	Westwood Borough
Woodcliff Lake Borough		

Boards of Education (Members of the Board):

Fairview Borough	Glen Rock Borough	Allendale Borough
Carlstadt Borough	East Rutherford Borough	Alpine Borough
Garfield Borough	Lyndhurst Borough	Closter Borough
Moonachie Borough	North Arlington Borough	Cresskill Borough
Rutherford Borough	Wallington Borough	Demarest Borough
Wood=Ridge Borough	Bergenfield Borough	Dumont Borough
Bogota Borough	Englewood Borough	Emerson Borough
Englewood Cliffs Borough	Hackensack Borough	Harrington Park Borough
Leonia Borough Palisades	Maywood Borough	Haworth Borough
Park Borough Rochelle	Ridgefield Park Borough	Hillsdale Borough
Park Borough Tenafly	Teaneck Borough	Ho-Ho-Kus Borough
Borough Edgewater	Cliffside Park Borough	Montvale Borough
Borough	Elmwood Park Borough	New Milford Borough
Fair Lawn Borough	Fort Lee Borough	Northvale Borough
Hasbrouck Hgts Borough	Little Ferry Borough	Norwood Borough
Lodi Borough	Paramus Borough	Old Tappan Borough
Ridgefield Borough	Saddle Brook Borough	Oradell Borough
South Hackensack Borough	Teterboro Borough	Park Ridge Borough
Ramsey Borough	River Edge Borough	River Vale Borough
Rockleigh Borough	Saddle River Borough	Upper Saddle River Borough
Waldwick Borough	Washington Twp Borough	Westwood Borough
Woodcliff Lake Borough		

