

MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

REQUEST FOR QUALIFICATIONS

PRINTING SERVICES FOR

APPOINTMENT FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

ON A PROJECT BY PROJECT BASIS

CONTRACT # 18-19R

James P. Nolan
CHAIRMAN

H. James Polos
EXECUTIVE
DIRECTOR

MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

REQUEST FOR QUALIFICATIONS

PRINTING SERVICES

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MIDDLESEX COUNTY IMPROVEMENT AUTHORITY
PUBLIC NOTICE FOR THE SOLICITATION OF
QUALIFICATIONS FOR PRINTING SERVICES
FOR APPOINTMENT FROM JANUARY 1, 2019 THROUGH
DECEMBER 31, 2019

Notice is hereby given that the Middlesex County Improvement Authority (the “Authority”) will be seeking qualifications and proposals, as applicable, for the provision of printing services for the 2019 year. The qualifications are being sought as part of a fair and open process being undertaken by the Authority pursuant to N.J.S.A. 19:44A-20.4 et seq.

Responses to provide the services will be received by the Authority at their office, Middlesex County Improvement Authority, 101 Interchange Plaza, Suite 202, Cranbury, New Jersey 08512 (physical location, South Brunswick, New Jersey), until 11:00 a.m. prevailing time, on Thursday, January 24, 2019 at which time the responses will be publicly opened and the name of the responder, and proposal, as applicable, shall be read aloud.

Qualifications will be accepted for the following:

1. Printing Services

Standardized submission requirements are available at the offices of the Authority, 101 Interchange Plaza, Suite 202, Cranbury, New Jersey 08512, on and after Thursday, December 27, 2018, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday excluding holidays, and on the Authority’s website at <http://www.mciauth.com/publicnotice.htm>. Individuals and/or firms obtaining copies from the website are responsible for monitoring the website for the issuance of any addenda.

Qualified responders will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., (Contract Compliance and Equal Employment Opportunities in Public Contracts); N.J.S.A. 52:25-24.2 , Disclosure of Interests; N.J.S.A. 52:32-44, State Contractor Business Registration Program; and P.L. 2012, C.25, Disclosure of Investment Activities in Iran, all as amended and supplemented.

The Authority reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

INDIVIDUALS AND/OR FIRMS ARE TO SUBMIT ORIGINAL PLUS ONE (1) HARD COPY OF THEIR RESPONSES AS WELL AS THE ENTIRE COVER TO COVER SUBMITTAL ON A FLASHDRIVE AND SHALL TITLE THE SERVICE AS INDICATED ABOVE “QUALIFICATIONS FOR PRINTING SERVICES”. THE AUTHORITY WILL NOT BE RESPONSIBLE FOR THE CONSIDERATION OF RESPONSES THAT ARE NOT CLEARLY MARKED WITHOUT THE SPECIFIC SERVICE.

Individuals and/or firms are to submit original plus one hard copy and a flashdrive containing the cover to cover submittal documents for each service to: Kevin McQueeney, Qualified Purchasing Agent, Middlesex County Improvement Authority, 101 Interchange Plaza, Suite 202, Cranbury, New Jersey 08512 (physical location - South Brunswick, New Jersey) no later than 11:00 a.m. on Thursday, January 24, 2019. **Proposals received after said time will be rejected.** Questions concerning this notice may be directed to H. James Polos, Executive Director at 609-655-5141.

GENERAL CONDITIONS

.1 BACKGROUND INFORMATION

The Middlesex County Improvement Authority (hereinafter also referred to as MCIA, Authority or Owner) is interested in procuring printing services for the operations of the Authority for the 2019 year. The specific description of the Services and the specific responsibilities are detailed under Section 3 herein.

Qualifications and proposals, as applicable, are being sought from individuals/firms (“PROVIDERS”) for the Services as part of a fair and open process being undertaken by the Authority pursuant to N.J.S.A. 19:44A-20.4 et seq.

.2 RECEIPT AND OPENING OF QUALIFICATIONS

The Middlesex County Improvement Authority invites the submission of qualifications and proposals, as applicable. Responses will be received at the time and place set forth in the public notice.

Qualifications submitted shall address the following:

- Individuals Performing Tasks. The names and roles of the individuals who will perform the tasks and description of their education and experience.
- Past Performance. Documented past performance.
- Description of Abilities. Description of ability to provide the Services in a timely manner.
- Minimum Threshold Criteria. Submissions shall address the Provider’s ability to meet the minimum threshold criteria.

The criteria to be implemented in review of the responses and/or proposals shall include the following:

- a) the background, qualifications and experience of the Provider and staff;
- b) the degree of expertise concerning the area at issue;
- c) the Authority’s prior experience with the Provider;
- d) the Provider’s familiarity with the services and the requirements;
- e) the Provider’s capacity to meet the needs of the services by its own staff;
- f) the Provider’s understanding of the scope of the work and objectives;
- g) the Provider’s meeting of the minimum threshold criteria; and
- h) the rate, rates or amounts to be charged, as and if applicable

3 SCOPE OF WORK

The furnishing and delivering of the Services (hereinafter also referred to as the "Work") under this Contract embraces the furnishing of all labor, materials, equipment, supplies, supervision, administration, scheduling, and all things necessary to supply the Services.

PRINTING SERVICES. The Authority requires printing services for printing of preliminary official statements and official statements for Authority financings. The Authority is seeking qualifications from firms interested in providing printing services for financing projects. The printing company will be required to meet the following criteria:

- a) The printing company shall have a minimum of five (5) years' experience in the printing of preliminary official statements and official statements for public financings;
- b) The printing company shall have the equipment and experience necessary for publishing and shall provide proof of its ability to print and distribute in a timely and professional manner; and
- c) The printing company must address its ability to electronically distribute preliminary official statements and official statements and describe its "turnaround" responsiveness.

The Authority may qualify one or more Providers. A cost proposal is not required at the time of submission of response. A cost proposal will be sought from among the qualified pool of Providers when the Authority undertakes a financing.

4 PREPARATION AND AWARD OF CONTRACT

Individuals/firms shall submit their qualifications and proposals, as applicable, by the time and place indicated in the Notice.

Each response shall be delivered to the MCIA with an original and one (1) hard copy as well as the entire cover to cover submittal as a PDF document on a flashdrive for the service that the Provider is providing a submission on in a sealed opaque envelope bearing on the outside the name of the individual/firm Provider, his/her address, and the name of the Service: "Qualifications for Printing Services" for which the response is submitted.

THE AUTHORITY WILL NOT BE RESPONSIBLE IF THE INDIVIDUAL/FIRM DOES NOT CLEARLY IDENTIFY THE SERVICE.

If forwarded by mail, the envelope containing the submission must be enclosed in another envelope. The outer mailing envelope shall be addressed to the Middlesex County Improvement Authority, 101 Interchange Plaza, Suite 202, Cranbury, New Jersey 08512 (Physical Location - South Brunswick, New Jersey). The outer mailing envelope shall be clearly marked with the specific Service for which the response is submitted. The Authority shall not be responsible for

nor be required to grant relief from non-delivery or late delivery of responses forwarded by mail or third party messenger/delivery services.

The MCIA reserves the right to waive any informalities and to reject any and all responses. Any response may be withdrawn by properly notarized written request served to the Qualified Purchasing Agent, Middlesex County Improvement Authority, prior to the time of opening submissions.

.5 ASSIGNMENT

The Provider shall not assign, transfer, convey or otherwise dispose of the Contract, or its rights, title or interest in or to the Contract or any part thereof without the prior written consent of the MCIA as evidenced and memorialized in a resolution authorizing such assignment or transfer attached to each copy of the Contract. The Provider shall not assign, by power of attorney or otherwise, any of the monies to become due and payable under the Contract unless with the prior written consent of the MCIA evidenced by and memorialized in a written resolution of consent.

If the Provider assigns, transfers, conveys or otherwise disposes of the Contract in whole or in part or of its right, title or interest therein without the prior written consent of the MCIA or any of the monies to become due under the Contract, to any person, firm, or corporation, then the MCIA may, at its option, revoke the Contract and thereupon the MCIA shall be relieved and discharged from any and all liability and obligations growing out of the Contract; provided that nothing herein contained shall be construed to hinder, prevent or affect the assignment for the benefit of the Provider's creditors made pursuant to the statutes of the State of New Jersey.

.6 QUALIFICATION

The MCIA may make such investigations as it deems necessary to determine the ability of the Provider to perform the Services and the Provider shall furnish to the MCIA all information and data for this purpose as the MCIA may request. The MCIA reserves the right to reject any response if the evidence submitted by or investigation of such Provider fails to satisfy the MCIA that such Provider is properly qualified to carry out the obligations of the Contract and to perform the Services.

.7 APPLICABLE LAWS

The Provider's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances and rules and regulations of all authorities having jurisdiction over the Services shall apply to the Contract throughout the term of the Services, and they shall be deemed to be included in the Contract the same as though herein written out in full.

.8 AFFIRMATIVE ACTION REQUIREMENTS

Each selected Provider shall be required to comply with the provisions of New Jersey Department of Treasury, Affirmative Action Requirements of N.J.S.A. 10:5-31 et seq. and

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

.9 AWARD OF CONTRACT

The MCIA reserves the right to reject any or all responses or to waive any material defect or informality in any response and to suspend or abandon this process at any time or from time to time.

.10 GOVERNING LAW

New Jersey law will govern the interpretation of the General Conditions. Provider consents to venue and jurisdiction in the State of New Jersey.

.11 PARTIAL INVALIDITY

In the event any provision of the General Conditions shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

.12 STATE SALES TAX EXEMPTION

The Authority is an organization exempt from the New Jersey State Sales and Use Tax Act, N.J.S.A. 54:32B-1 et seq., in accordance with Section 9 of the Act, N.J.S.A. 54:32B-9(a)(1).

.13 LABOR

The Provider shall and will be required to conform to the Labor Law of the State of New Jersey and the various acts Amendatory and Supplemental thereto, as applicable, and in accordance with the New Jersey Department of Labor and Industry Prevailing Wage Rate Determination. The rate of wages for all laborers employed by the Provider shall not be less than the prevailing wage rate so established for work to be performed under the terms of the Contract and a copy of the Determination of the Wage and Hour Bureau or other documents specifying the prevailing wages is considered as incorporated by reference as a part of the Contract.

.14 BUSINESS REGISTRATION

The Provider shall comply with P.L. 2004, c.57, the State Contractor Business Registration Program. Provider shall be registered at the time of submission and shall provide proof of registration no later than at time of qualification.

.15 SELECTION PROCESS

The qualification criteria are set forth in Section .2. The responses will be reviewed by the committee(s). This committee(s) and weighting of the criteria shall be disclosed at the time of the response/proposal opening. The committee(s) will recommend to the Board of the Authority

qualification of vendor(s) and award of contract(s). The Board thereafter may adopt a resolution accepting the recommendations of the committees. Vendor(s) awarded contracts by the Authority may be required to sign contracts in a form directed by the Authority. Vendor(s) may also be required to provide the Authority with proof of insurance with coverages required by the Authority.

.16 RECORD RETENTION

Vendors awarded contracts will be required to maintain all documentation related to products, transactions or services under the contract for a period of seven (7) years from the date of final payment. Such records shall be made available to the Office of the New Jersey State Comptroller upon request.

.17 AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The Contractor and the Middlesex County Improvement Authority (“MCIA”) do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the “ADA”) (42 U.S.C. 12101 *et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the MCIA pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the MCIA in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the MCIA, 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 Contractor 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 MCIA grievance procedure, the Contractor agrees to abide by any decision of the MCIA which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the MCIA or if the MCIA incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The MCIA shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the MCIA or any of its members, agents, servants, and employees, the MCIA shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the MCIA or its representatives.

It is expressly agreed and understood that any approval by the MCIA of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the MCIA pursuant to this paragraph.

It is further agreed and understood that the MCIA assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the MCIA from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

FORM 1

AFFIRMATIVE ACTION REQUIREMENTS
AFFIRMATIVE ACTION REQUIREMENTS/EQUAL EMPLOYMENT OPPORTUNITY

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

- a. 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 non-discrimination clause;
- b. 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;
- c. 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 Public Agency Compliance 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;
- d. 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.
- e. 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.

f. 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;

g. 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;

h. 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:

- a. Letter of Federal Affirmative Action Plan Approval;
- b. Certificate of Employee Information Report; or
- c. Employee Information Report Form AA 302 (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 subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunities Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations and the MCIA 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.

FORM 2

**CERTIFICATION OF SHAREHOLDERS, MEMBERS, OFFICERS,
LIMITED PARTNERS OR PARTNERS
CONTRACT #18-19R**

ALL CORPORATE, LIMITED LIABILITY COMPANY, LIMITED PARTNERSHIP OR PARTNERSHIP VENDORS MUST COMPLETE THIS FORM IN ACCORDANCE WITH N.J.S.A.

52:25-24.2.

List all shareholders, members, limited partners or partners with ten (10%) percent or more of the stock or interest in said corporation, limited liability company, limited partnership or partnership (all corporate partners or shareholders owning ten (10%) percent or more of the stock must disclose their holdings). If any entity owns 10% or more of the vendor, disclosure of the ownership interest must continue until the interest is less than 10%.

<u>Shareholder/Partner/LP/Member</u>	<u>Interest</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check here if no stockholder, member, limited partner or partner owns ten percent (10%) or more of the stock or interest in the corporation, limited liability company, limited partnership or partnership

_____.

List all directors and officers of the corporation.

<u>Name</u>	<u>Address</u>	<u>Title (list all positions held)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the information given above is true and correct as of

(Date of Submission)

I am aware that if any of the foregoing statements made by me above is willfully false, I am subject to punishment.

(Partner or Corporate (Title) Officer to sign)

NOTICE: If there are any questions concerning this form or its completion, refer to N.J.S.A. 52:2524.2. Attach additional sheets if necessary.

FORM 3

**NON-COLLUSION AFFIDAVIT
CONTRACT # 18-19R**

STATE OF _____ :

ss:

COUNTY OF _____ :

I, _____, of the Municipality of _____, in the County of _____, State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the proposer making the submission, and that I executed the said submission with full authority to do so; that said proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive competition in connection with the submission; and that all statements contained in said submission and in this Affidavit are true, correct, and made with full knowledge that the Authority relies upon the truth of the statements contained in said submission and in the statements contained in the Affidavit in awarding the Contract for the said submission.

I further 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 bonafide employees or bonafide established commercial or selling agencies maintained by _____.

(Name of Proposer)

(Name of Proposer)

By _____

(Type or print name of affiant)

Subscribed and Sworn
to before me this
_____ day of _____ 20____
Notary Public of _____
Commission Expires _____

FORM 4

ATTENTION ALL PROFESSIONAL SERVICE ENTITIES

P.L. 2004, c.57, Business Registration of Contractors with Government Agencies requires all business organizations that do business with a local contracting agency (i.e., Middlesex County Improvement Authority) to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, at the time of submission of the proposal and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A “Business Organization” means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

The law provides that: Business organizations must be registered with the State of New Jersey Department of Treasury at the time of submission of a proposal. A copy of the Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue, must be provided prior to award of a contract. This law covers construction as well as non-construction submissions. Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busregcert.htm.

ATTACH A COPY OF YOUR BUSINESS REGISTRATION CERTIFICATE.

(The Business Registration Certificate issued by the State of New Jersey Department of the Treasury is the only acceptable form of submission.)

FORM 5

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
CONTRACT #18-19R**

Proposer Name:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to propose:

___ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for energy sector of Iran, **AND**

___ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed accurate and precise description of the activities must be provided in part 2 below under penalty of perjury. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide accurate and precise description of the activities of the proposing person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: _____ Relationship to Proposer

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date

Proposer Contact Name _____ Contact Phone Number

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Middlesex County Improvement Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the MCIA to notify the MCIA in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in the certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the MCIA and that the MCIA at its option may declare any contracts(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Sig nature:

Title _____ Date:

MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

CHECKLIST

CONTRACT #18-19R

PROFESSIONAL SERVICE TITLE: PRINTING SERVICES

SUBMISSION DATE: January 24, 2019 AT 11:00 A.M.

The following items shall be provided with the receipt of sealed submissions:

- Qualifications Submission X
(Please describe individual's/firm's qualifications)
- Cost Proposal (as applicable) X

Reminder:

Please submit one (1) original and one (1) additional set of the sealed submission as well as a PDF cover to cover submittal on flashdrive.

- Affirmative Action Requirements - Form 1..... X
- Certification of Stockholders, Members, Officers, Limited Partners or Partners - Form 2..... X
- Non-Collusion Affidavit - Form 3..... X
- Copy of your Business Registration Certificate as issued by the State of New Jersey,
Department of Treasury, Division of Revenue - Form 4..... X
- Disclosure of Investment Activities in Iran - Form 5..... X