

**NOTICE FOR THE SOLICITATION OF PROPOSALS
FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that sealed proposals for professional services – Financial Advisor in accordance with *N.J.S.A. 19:44A-24, et seq.*, and P.L. 2005 c.271, will be received by the Executive Director, East Windsor Municipal Utilities Authority on **Wednesday, June 2, 2021, no later than 2:00 pm**, at which time the sealed proposals will be opened and recorded at the Administrative Office, 7 Wiltshire Drive, East Windsor, New Jersey, by the Executive Director and witnessed and recorded by the Office Manager.

Proposals for the following professional services will be accepted for the calendar year 2021:

Financial Advisor

Each sealed proposal to be considered shall be returned with one (1) original and two (2) copies of the submission and shall provide hourly rates, and/or other terms and conditions, and qualifications. The sealed proposal shall conform to the criteria set forth in the specification packet. The specification packet may be obtained online at <http://eastwindsormua.com> or in the Office of the Authorities Administration Building, 7 Wiltshire Drive, East Windsor, (609) 443-6000 ext. 7603 or via email at Spretz@eastwindsormua.com. The East Windsor MUA Board shall thereafter publicly select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by law.

INFORMATION TO RESPONDENTS

Sealed qualifications shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and made part of these specifications.

Submission of Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, his address and the name of the professional service for which the proposal is submitted. Bids must be addressed to the attention of:

Richard Brand, Executive Director
East Windsor Municipal Utilities Authority
7 Wiltshire Drive
East Windsor Township, NJ 08520

All Proposals shall include the following fully completed and executed documents:
Non-Collusion Affidavit, Affirmative Action Compliance Statement, American with Disabilities Acknowledgment Statement, Stockholder Disclosure Certification, Equal Employment Opportunity Language, Affidavit of Moral Integrity, Disclosure of Investment Activities in Iran, Set-off for State Tax, East Windsor Twp. Affidavit of Compliance and Small Business/Disabled Veteran Owned Enterprise Form.

Proposals Forwarded through the Mail

Must contain the following statement on the envelope:

“THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND READ UNTIL WEDNESDAY, JUNE 2, 2021 AT 2:00 PM BY THE EXECUTIVE DIRECTOR OR HIS DESIGNEE.”

The Authority will not assume responsibility for proposals not delivered in person to the Executive Director prior to the opening.

Receipt of Proposals

All proposals must be received before or at the time and date specified in the Request for Proposals for Professional Services – Financial Advisor. No proposal will be received after the specified time.

Reservations

The Authority Board reserves the right to reject any or all proposals, to waive irregularities and technicalities, to request re-submissions, and to award proposals as the Authority Board deems will best serve the interest of the Authority.

Questions regarding this Request for Proposal may be directed to the Executive Director at (609) 443-6000 ext. 7603.

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
REQUEST FOR PROPOSAL**

FOR

FINANCIAL AND INVESTMENT ADVISORY SERVICES

May 10, 2021

Table of Contents

SECTION I -- INTRODUCTION	4
SECTION II -- ADMINISTRATIVE AND CONTRACTUAL INFORMATION.....	6
A. Purpose.....	6
B. Inquiries.....	6
C. Closing Date.....	6
D. The Proposals.....	6
E. Proposer vs. Consultant.....	7
F. Signatures.....	7
G. Incurring Costs.....	7
H. Addendum to RFP.....	7
I. Acceptance of Proposals.....	7
J. Rejection of Proposals.....	7
K. Final Agreement.....	7
L. Dissemination of Information.....	7
M. Public Records.....	8
N. News Releases.....	8
O. Affirmative Action.....	8
P. Small Business Enterprises and Disabled Veteran Owned Business Enterprises Requirements:	8
Q. Division of Revenue Registration.....	9
R. Affidavit of Moral Integrity.....	10
S. Code of Ethical Standards.....	10
T. Proposals Become Property of the Authority.....	11
U. Right To Audit Clause.....	11
V. Ownership Disclosure Form.....	11
W. Vendor Disclosure Form N.J.S.A. 52:34-13.2.....	11
X. Notice to All Proposers of Set-Off for State Tax.....	11
AA. Affidavit of Non-Collusion.....	12
BB. Disclosure of Investment in Iran.....	12
CC. Liabilities to the Authority.....	12

DD. Proposal Schedule	12
SECTION III -- SCOPE OF SERVICES	13
A. Organization and Function of the East Windsor Municipal Utilities Authority	13
B. Background	13
C. General Scope.....	14
D. Detailed Scope	15
SECTION IV – RFP RESPONSE, EVALUATION FACTORS AND CRITERIA	20
A. General	20
B. Qualifications and Credentials	20
C. Proposals	20
D. Fee Proposal	24
E. Evaluation Factors and Criteria	25
F. Claims and Remedies.....	20
G. Additional Work and/or Special Projects	20
H. Records Retention	24
I. Serveability	25
J. Terms Relating To Price and Payment.....	25
SECTION V: INSURANCE	28
A. Insurance	29
SECTION VI: CHECKLIST AND EXHIBITS.....	34
APPENDICES.....	59
APPENDIX 1.....	60
DRAFT SERVICES AGREEMENT.....	60

SECTION I -- INTRODUCTION

Enclosed herewith is a Request for Proposal (“RFP”) by the East Windsor Municipal Utilities Authority (“Authority”) for a firm (the “Financial Advisor”) to perform financial advisory services (as further described in Section III, the “Services”). These Services will include general financial and investment services, as well as advice and assistance in connection with specific bond issuances and investment strategies which may occur during the term of the contract. The Financial Advisor is expected to review, analyze and recommend appropriate strategies that meet the Authority’s financial goals, budgetary objectives and debt management standards. The Financial Advisor is also expected to structure new money and refunding scenarios given the Authority’s capital financing needs, debt service savings and risk management goals. The decision to select the Financial Advisor shall be solely that of the Authority. The Successful Proposer (as hereinafter defined) will be awarded a contract (the “Services Agreement”) for a **term of three (3) years, with the option to extend for two (2) one –year terms** at the Authority’s sole discretion.

Pursuant to the Municipal Securities Rulemaking Bond rules, the Financial Advisor will be prohibited from participating in any underwriting activities of the Authority during the term of the Services Agreement. In these activities, the Financial Advisor will act solely to advise the Authority.

The Authority seeks proposals (“Proposals”) from all interested and qualified providers (“Proposers”). Such Proposals must be responsive to all of the requirements of this RFP. The Authority intends to select one Proposer (the “Successful Proposer”) to perform the Services based on the evaluation criteria set forth in Section IV.

The solicitation of Proposals is being conducted pursuant to the statutes and laws of the State of New Jersey, as found in *N.J.S.A. 27:23-6.1*, and Executive Order No. 37 (Corzine, 2006), and the regulations and policies of the Authority with regard to the procurement of professional services. Furthermore, Proposals are being solicited through a fair and open process in accordance with *N.J.S.A. 19:44A-20.1*, et seq. In addition, Proposers are required to comply with the Equal Employment Opportunity (“EEO”) requirements of P.L. 1075, C.127 and (*N.J.A.C. 17:27*).

Upon review of all Proposals, the Authority may request that one or more Proposers appear for an oral presentation focusing on how their proposed approach and solution will satisfy the requirements of this RFP. The Authority may limit the number of Proposers that can make oral presentations to permit efficient competition among the most highly rated Proposals. Should an oral presentation be requested, it will be an opportunity for each invited Proposer to introduce its staff to the Authority, address how the Proposer will provide the Services, and to present supplementary information regarding its Proposal and credentials as related to the specific needs of the Authority. The Proposer may use handouts, display boards, products and other materials during this oral presentation; provided, however, that the presentation will be restricted to a maximum time period specified by the Authority, including the time allotted for a question and answer period. Information relating to the Proposer’s recent experience on similar assignments, approach to the Services and the use of innovative and/or cost-effective measures should be included in the oral presentation.

Proposer(s) invited to make an oral presentation may submit a best and final offer (“BAFO”) either during oral presentation or within **two (2)** business days following the presentation. The BAFO can modify any aspect of the Proposal provided the RFP requirements continue to be satisfied and provided further that the revised price proposal of the BAFO is not higher than the original price proposal.

After evaluating Proposals of those invited to make an oral presentation, an evaluation committee consisting of representatives of the Authority (“Evaluation Committee”) may enter into negotiations with same. The primary purpose of negotiations is to maximize the Authority’s ability to get the best value based on the requirements and evaluation criteria set forth in the RFP. Negotiations may involve the identification of significant weaknesses, ambiguities, and other deficiencies in the Proposal, including price, which could preclude awarding a Services Agreement to the Proposer. More rounds of negotiations may be held with one Proposer than another. Negotiations will be structured to safeguard information and ensure that all Proposers in the competitive range are treated fairly.

After evaluation of the BAFO submissions and any subsequent negotiations, the Evaluation Committee will recommend to the Authority Board to award a contract to the Proposer whose Proposal, conforming to the RFP, is most advantageous to the Authority, price and other factors considered. The Executive Director may negotiate further reductions in price with the recommended Proposer.

Negotiations will be conducted only in those circumstances where they are deemed by the Authority to be in the Authority’s best interests and to maximize the Authority’s abilities to get the best value. Therefore, Proposers are advised to submit their best price proposals in response to this RFP, because the Authority, may, after evaluation, make an award based solely on the content of these initial submissions, without further negotiations with the Proposer.

A DRAFT FORM OF THE SERVICES AGREEMENT IS ATTACHED. (See Appendix 1). ANY PROPOSED MODIFICATIONS TO THE SERVICES AGREEMENT MUST BE IDENTIFIED AND SUBMITTED WITH YOUR RESPONSE TO THIS RFP; OTHERWISE, BY SUBMISSION OF YOUR RESPONSE, YOU WILL BE DEEMED TO HAVE ACCEPTED THE SERVICES AGREEMENT ATTACHED HEREIN AND WILL BE FORECLOSED FROM NEGOTIATING ANY CHANGES TO THE SERVICES AGREEMENT.

End of Section I

SECTION II -- ADMINISTRATIVE AND CONTRACTUAL INFORMATION

A. Purpose

This RFP contains a Scope of Services (Section III) that outlines the Authority's needs.

B. Inquiries

ONLY type-written inquiries concerning the RFP will be accepted. They should be directed to Richard Brand, Executive Director, East Windsor Municipal Utilities Authority, 7 Wiltshire Drive, East Windsor, New Jersey 08520. Inquiries by e-mail are acceptable. The email address is Rbrand@Eastwindsormua.com. The inquiry deadline is **4:00 PM E.T., May 25, 2021**. Inquiries will not be entertained after this date and time.

A PROPOSER IS NOT PERMITTED TO MAKE INQUIRIES OF OR DISCUSS OR QUESTION ANY AUTHORITY EMPLOYEE, AUTHORITY COUNSEL OR CONSULTANT TO THE AUTHORITY ABOUT THIS RFP WHILE THIS RFP IS OUTSTANDING, EXCEPT AS OTHERWISE SET FORTH HEREIN. IT IS NOT APPROPRIATE FOR ANY PROPOSER TO CONTACT ANY AUTHORITY BOARD MEMBER DURING THE RFP PROCESS. FAILURE TO COMPLY WITH THIS GUIDELINE MAY RESULT IN DISQUALIFICATION OF THE PROPOSER.

C. Closing Date

One (1) original and ten (10) copies of the Proposer's Proposal, as well as one (1) copy in an electronic format (USB) must be received no later than **2:00 PM E.T., June 2, 2021** addressed to: Richard Brand, Executive Director, as follows:

<u>Regular Mail</u>	OR	<u>Federal Express or Other Overnight Delivery</u>
East Windsor MUA		East Windsor MUA
7 Wiltshire Drive		7 Wiltshire Drive
East Windsor, NJ 08520		East Windsor, NJ 08520

Proposals not delivered by the stated time and date shall not be considered unless the time is extended by the Authority pursuant to a written addendum issued by the Authority (the "Addendum").

Proposers mailing Proposals should allow for normal mail delivery time to ensure timely receipt of their RFP Responses. Please be advised that using overnight /next-day delivery service does not guarantee overnight/next-day deliveries to our location.

D. The Proposals

It is anticipated that the Proposal will provide a concise and precise delineation of the Proposer's ability to meet all of the requirements of the Authority as provided for in this RFP.

E. Proposer vs. Consultant

The terms “Proposer”, “Consultant” or “Financial Advisor” are used frequently, and may be used interchangeably; however, “Proposer” is intended to identify the entity submitting a Proposal, while “Consultant” or “Financial Advisor” is the entity to whom the Services Agreement is awarded (also referred to as the Successful Proposer.)

F. Signatures

Proposals must be signed by an officer authorized to make a binding commitment for the Proposer.

G. Incurring Costs

The Authority shall not be liable for any costs incurred by any Proposer in the preparation of its Proposal.

H. Addendum to RFP

If at any time prior to receiving Proposals it becomes necessary to revise any part of this RFP, or if the Authority determines that additional information is necessary to enable Proposers to adequately interpret the provisions of this RFP, the Authority will issue an Addendum to this RFP. Upon issuance, each such Addendum shall be deemed to be a part of this RFP.

I. Acceptance of Proposals

This RFP does not commit the Authority to make an award. The contents of the Proposal shall become a contractual obligation, if, in fact, a Proposal is accepted and a Services Agreement is entered into with the Authority. The Authority may award a Services Agreement solely on the basis of the Proposal submitted without any negotiations. The Authority reserves all rights to engage in negotiations as described in Section I if it deems it in its best interests. Failure of a Proposer to adhere to and/or honor any or all of the obligations of its Proposal may result in rescission of any award of the Services Agreement by the Authority.

J. Rejection of Proposals

The Authority reserves the right to reject any and all Proposals. The Authority shall not be obligated at any time to make an award to any Proposer.

K. Final Agreement

Any Services Agreement entered into with a Successful Proposer shall be satisfactory to the Authority in accordance with the laws of the State of New Jersey. The provisions of the attached Services Agreement, not otherwise set forth in this RFP, are hereby incorporated into this RFP. It is understood that any Services Agreement that may be awarded will be on the basis of a professional agreement for services within the intent of the statutes and laws of the State of New Jersey, including, without limitations *N.J.S.A. 40A:11-4.1*

L. Dissemination of Information

Information included in this document or in any way associated with this RFP is intended for use only by the Proposer and the Authority and is to remain the property of the Authority. Under no

circumstances shall any of said information be published, copied or used, except in replying to this RFP.

M. Public Records

Any Proposal received from a Proposer in response to this RFP constitutes a public document that will be made available to the public upon request pursuant to New Jersey's Open Public Records Act, *N.J.S.A. 47:1A-1 et seq.* A Proposer may request the Authority's Attorney to deem certain sections of its proposal containing personal, financial or proprietary information non-disclosable, which determination shall be in accordance with such act.

N. News Releases

No news releases pertaining to this RFP or any project to which it may relate shall be made without the Authority's approval.

O. Affirmative Action

The Proposer must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin, ancestry, marital status and affectional or sexual orientation or handicap.

In addition, the Proposer must complete the appropriate forms. The following are included in Section VI:

Exhibit A – Mandatory Equal Employment Opportunity Language

Exhibit B – Affirmative Action Information Sheet

However, if a Proposer maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in place of the State of New Jersey Affirmative Action Employee Information Report ("Form AA-302"). The appropriate form must be completed and submitted to the Authority by the Successful Proposer immediately after being notified of award of the Agreement.

P. Small Business Enterprises and Disabled Veteran Owned Business Enterprises Requirements:

It is the policy of the Authority that small businesses (each a "small business enterprise" or "SBE") as determined and defined by the State of New Jersey, Division of Minority and Women Business Development ("Division") and the New Jersey Department of the Treasury ("Treasury") should have the opportunity to participate in Authority contracts (*N.J.A.C. 17:13-1.1, et seq.*).

It is the policy of the Authority that disabled veteran owned businesses (each "disabled veteran owned business" or "DVOB") as determined and defined by the State of New Jersey, Department

of Treasury (“Treasury”), Division of Revenue and Enterprise Services should have the opportunity to participate in Authority contracts (N .J. A.C. 17:14-1.1 et seq).

To the extent the Proposer engages subcontractors or sub-consultants to perform any of the Services for the Authority pursuant to the Services Agreement, the Proposer must demonstrate to the Authority’s satisfaction that a good faith effort will be made to utilize subcontractors and subconsultants who are registered with the Division as SBEs and DVOBs in the State of New Jersey.

As set forth in *N.J.A.C. 17:13-4.3* and *N.J.A.C. 17:14-4.3*, a “good faith effort” is described as follows:

1. Proposers shall attempt to locate qualified potential small business subcontractors;
2. Proposers must obtain a listing of small businesses from the Treasury website if none are known to the Proposer;
3. Each Proposer shall keep a record of its efforts, including the names of businesses contacted and the means and results of such contacts;
4. Proposers shall provide all potential subcontractors with detailed information regarding the specifications; and
5. Proposers shall attempt, wherever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes.

Furthermore, the Proposer shall submit proof of its subcontractors’ and/or sub-consultants’ SBE and DVOB registrations on the form attached as Exhibit K, if applicable, and shall complete such other forms as may be required by the Authority for reporting to the State of New Jersey as to SBE and DVOB participation.

Q. Division of Revenue Registration

Pursuant to the terms of *N.J.S.A. 52:32-44*, the Successful Proposer is required to provide to the Authority proof of valid business registration with the Division of Revenue in the Department of the Treasury, prior to entering into an agreement with the Authority. **The Services Agreement shall not be entered into by the Authority unless the Proposer first provides proof of valid business registration.** In addition, the Successful Proposer is required to receive from any subconsultant it uses for goods and services under the Services Agreement, proof of valid business registration with the Division of Revenue and provide to the Authority proof thereof. The Authority shall not enter into a Services Agreement unless the sub-consultant first provides proof of valid business registration. Please include a copy of the Proposer’s and any sub-consultants’ Certificate of Registration with the Proposal submission. (Exhibit J).

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609) 292-9292.

R. Affidavit of Moral Integrity

Together with the Proposal, the Proposer must submit an Affidavit of Moral Integrity on the form attached hereto for review by the Authority. (Exhibit C)

S. Code of Ethical Standards

Applicants are advised that the Authority has adopted an Ethics (“Code”), a copy of which can be viewed by going to the Authority web site: <http://Eastwindsormua.com/ethics>. By submitting a response hereto, Proposer agrees to be subject to the intent and purpose of said Code.

1. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee, or to any member of the immediate family of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the company of the vendor.
2. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee from any vendor shall be reported in writing forthwith by the vendor to the Authority Board.
3. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Authority or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within. Any relationships subject to this provision shall be reported in writing forthwith to the Authority Board, which may grant a waiver of this restriction upon application of the Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
4. No vendor shall influence, or attempt to influence or cause to be influenced, any Authority officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
5. No vendor shall cause or influence, or attempt to cause or influence, any Authority officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.

6. The provisions cited shall not be construed to prohibit a Authority officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines of the Authority that may promulgate as stated above.

T. Proposals Become Property of the Authority

All Proposals shall become the property of the Authority upon receipt and will not be returned.

U. Right To Audit Clause

The Successful Proposer shall keep and maintain proper and adequate books, records and accounts accurately reflecting all costs and amounts billed to the Authority with regard to this RFP. The Authority, its employees, officers, or representatives shall have the right upon written request and reasonable notice, to inspect and examine all books and records related to the Successful Proposer's books and records specific to the Proposal and Agreement. Such records shall be retained by Successful Proposer for at least five (5) years after termination of the Service Agreement. In no event shall books and records be disposed of or destroyed prior to five (5) years or during any dispute or claim between the Authority and the Successful Proposer with regard to the RFP.

In accordance with the New Jersey Office of the State Comptroller ("OSC") document retention policy *N.J.S.C. 17:44-2.2*, relevant records of private vendors or other persons entering into contracts with the Authority are subject to audit or review by the New Jersey Office of the State Comptroller. Therefore, the Successful Proposer shall maintain all documentation related to products, transactions or services under this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

V. Ownership Disclosure Form

Each Proposer shall return to the Authority with its Proposal a completed, Ownership Disclosure Form set forth as Exhibit D. Failure to include the completed and signed form may be grounds for rejection of a Proposer's Proposal.

W. Vendor Disclosure Form N.J.S.A. 52:34-13.2

Pursuant to *N.J.S.A. 52:34-13.2*, every contract entered into by the Authority primarily for the performance of services shall specify that all services performed under the contract or performed under any subcontract awarded under the contract shall be performed within the United States. The statute requires all Proposers to disclose the origin and location of the performance of their services, including any subcontracted services that are the subject matter of the contract. Each Proposer shall return to the Authority with its Proposal as completed, dated and certified Vendor Disclosure Form set forth as Exhibit E.

X. Notice to All Proposers of Set-Off for State Tax

Each Proposer shall return to the Authority with its Proposal a signed and dated "Notice of Set-

Off for State Tax” set forth as Exhibit G which advises Proposers of the State of New Jersey’s right to set-off any tax indebtedness from payments made under agreements with the Authority.

AA. Affidavit of Non-Collusion

Each Proposer shall return to the Authority with its Proposal a completed, dated, signed and witnessed Affidavit of Non-Collusion set forth as Exhibit I. Failure to include the completed and signed form may be grounds for rejection of a Proposer’s Proposal.

BB. Disclosure of Investment in Iran

Pursuant to *N.J.S.A. 52:32-58*, the Proposer must certify that neither the Proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in *N.J.S.A. 52:32-56(e)(3)*), is listed on the Department of the Treasury’s List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in *N.J.S.A. 52:32-56(f)*. If the Proposer is unable to so certify, the Proposer shall provide a detailed and precise description of such activities. Each Proposer shall return to the Authority with its Proposal the completed dated form entitled “Disclosure of Investment Activities in Iran” as set forth in Exhibit F. Failure to include the completed and signed form may be grounds for rejection of Proposer’s Proposal.

CC. Liabilities to the Authority

In the event of any liabilities and debts of the Proposer to the Authority, whether or not related to the Services are unpaid past their due date at the time the Proposal was submitted, a Proposer’s Proposal will be rejected.

DD. Proposal Schedule

Closing Date for Submission of Inquiries (4:00 PM, E.T.)	May 25, 2021
Closing Date of Receipt of Proposals (2:00 PM, E.T.)	June 2, 2021
Oral Presentation [Tentative]	June 7-11, 2021
Tentative EWMUA Board Approval	June 17, 2021

End of Section II

SECTION III -- SCOPE OF SERVICES

A. Organization and Function of the East Windsor Municipal Utilities Authority

The East Windsor Municipal Utilities Authority was created in 1965 by an ordinance of the Township of East Windsor, Mercer County, New Jersey, and is a public body and corporate of the State of New Jersey organized and existing pursuant to the Municipal Utilities Authority Law, constituting Chapter 183 of the Laws of 1957, of the State of New Jersey.

The Authority owns and operates five water treatment plants, a Water Pollution Control Treatment Plant and two hundred miles of water and sewer infrastructure. It was created by East Windsor Township under the Municipal Utilities Authority law, as amended and supplemented *N.J.S.A. 40:14B-1 et seq.* (the "Act"). The Act authorizes the Authority to construct, maintain, repair, and operate its infrastructure, to collect revenue, and to issue revenue bonds or notes, subject to approval of the East Windsor MUA Board.

B. Background

The Authority prepares a Comprehensive Annual Financial Report (CAFR) which includes its audited financial statements, presented in accordance with accounting principles generally accepted in the United States (GAAP). The CAFR can be found on the Authority's website at <https://www.Eastwindsormua.com/budget>. In addition, the Authority is a component unit of the East Windsor Township and its financial statements, are included in the East Windsor Township ("Township") CAFR.

Subordinated Revenue Bonds, Series 2008 were issued in accordance with the provisions of the Authority Subordinated Revenue Bonds, Series 2008 Resolution of November 6, 2008, as amended, restated, and supplemented (the Bond Resolution). A copy of the 2008 Bond Resolution can be found on the Authority's website at <https://www.eastwindsormua.com> or can be obtained by contacting Richard Brand, Executive Director, East Windsor MUA.

The Authority is planning on an ambitious Capital Improvement Plan (CIP – Exhibit O & P) over the next Three (3) years. The East Windsor MUA is planning on building a new water treatment plant, administration building and maintenance building to meet its current and future needs. The Authority is also planning on replacing several miles of water main, installation of new water and sewer mains to meet the current and future service requirements (demands) of the Township. The current estimated cost is between \$30 to 40 million.

1. Financial Management Principles

The Authority's financial decisions are guided by the following financial management principles:

- a) Reduce operating costs while maintaining excellent water quality, environmental stewards, and excellent services.

- b) Continue the Capital Investment Plan with the lowest possible cost of capital.
- c) Adequately fund Maintenance Reserve, Special Project Reserve, Supplemental Capital Funds and Revenue Funded Construction Funds.
- d) Maintain a minimum Unrestricted Reserve Fund balance of \$6 million or at least one (1) full year of the Operating Budget as of 12/31/2019.
- e) Operate with conservative revenue growth projections.
- f) Maintain a debt service coverage ratio of 1.2 times.
- g) Pursue bond refunding's which produce present value savings of greater than or equal to 3% and 70% efficiency.
- h) Improve the Authority's current credit ratings of AA from Fitch.

2. Current Financial Condition

The Authority is nearing the conclusion of a \$30.396 million Capital Investment Program (CIP) established in 2008. The new CIP (2021 – 2026) continues to be on budget with some scheduling changes as projects have been added. On September 25, 2018 the \$39.567 million CIP was amended to extend the end date by three years, until November 30, 2021. The added projects have no or minimal financial impact on the Authority as they were added through savings and associated fees.

Currently, the Authority has approximately \$ 2.62 million of Subordinated Revenue Bonds, Series 2008 and ARRA Bonds outstanding. The Authority expects to issue Revenue Bonds or obtain funding through the New Jersey Infrastructure Bank (NJIB) in increments to meet the needs of its 2021 CIP. At this time, the Authority expects to receive funding through the NJIB or to issue \$40 million of new money bonds in 2021 to fully fund its CIP.

On September 17, 2020, the Authority's Board approved a Long-Range Capital Plan and discussed the possibility of rate increases to support the plan. The Authority may issue up to \$40 Million of debt to support the capital projects included in this plan.

C. General Scope

1. The Financial Advisor shall be responsible for the thorough understanding of the project requirements including the applicable codes, bond resolution and regulations. The Financial Advisor shall become familiar with the Authority's procedures, presentation and coordinating requirements necessary for the effective performance of the Contract.
2. The Financial Advisor will coordinate its activities with the Authority's Chief Financial Officer and Executive Director throughout the course of this Contract. The Proposer will

promptly establish a means of coordinating and reporting its activities with the designated project liaison to ensure an expeditious exchange of information.

3. For investment advisory services, the Financial Advisor will conduct any escrow open market securities bidding, provide investment strategies for bond proceeds and debt reserve funds, and value investment portfolios as required.
4. The Financial advisor will review multiple funding options for the Authority and its CIP including but not limited to the New Jersey Infrastructure Bank and private funding.

D. Detailed Scope

1. The Financial Advisor is expected to perform the following general financial advisory services:
 - a) Monitor the financial condition of the Authority and make recommendations for efficiency, cost savings, and future funding needs.
 - b) Serve as dissemination agent and provide any additional consulting services for the Authority to support compliance with continuing disclosure requirements pursuant to U.S. Security and Exchange Commission regulation and all other state and federal rules for debt issuance. Duties shall also include reviewing financial operating information prepared by the auditor for compliance with the Authority's continuing disclosure reporting requirements and communicate any revisions. In response to these requirements, vendor shall provide a separate proposal describing scope of services and fee schedule.
 - c) Attend meetings of the Authority and its staff on an as-needed basis to discuss upcoming financings and assist in development and implementation of new financing programs and Grants.
 - d) Advise with regard to the most appropriate and advantageous method of sale (competitive, negotiated, private placement.)
 - e) Review existing debt commitments to determine potential impacts, if any, on the proposed financing and make appropriate recommendations to the Authority's financing team.
 - f) Keep the Authority informed on trends and conditions in the public arena and financial markets that are of concern to the Authority.
 - g) Monitor the Authority's investments and debt, including the status of arbitrage rebate liabilities, and advise the Authority of events that could adversely or beneficially affect the Authority.
 - h) Review, evaluate and coordinate responses to financing, investment and derivative proposals made to the Authority from the investment banking community.

- i) Assist the Authority in obtaining letters of credit, bond insurance, liquidity instruments, direct purchase agreements and other financial products necessary to properly manage Authority finances.
- j) Assist the Authority in communicating and working effectively with Township officials, State officials, and agencies.
- k) Work with the Authority and outside consultants and engineers to develop effective rate schedules for both water and wastewater funds and reasonable project spending projections.
- l) Assist in developing a Finance Plan in connection with any financing including determining the amount, repayment term, maturity structure, redemption/call provisions, and other terms and conditions.
- m) Analyze the Authority's capital financing needs and recommend most cost-effective method of debt issuance.
- n) Review outstanding bond issues for possible refunding opportunities to allow the Authority to realize cost savings in debt service costs.
- o) Coordinate bond ratings for the Authority debt issuances.
- p) Review of necessary legal documents concerning debt transactions.
- q) Advise on state and federal regulations regarding the issuance of tax exempt or other forms of debt.
- r) Provide projected and final debt service payment schedules, savings calculations and arbitrage yield calculations arising from Authority debt issuance.
- s) Prepare and present timely and adequate information on proposed financings to the bond rating agencies to obtain the most favorable rating for each financing; to include the maintenance of a regular relationship between the Authority and the rating agencies for purposes of improving the process of obtaining ratings;
- t) Prepare applications to the Local Finance Board and attend meetings.
- u) Assist in the preparation of the preliminary and final official statement in connection with the sale of debt.
- v) Assist in preparing presentations to the governing body in matters regarding debt issuance and service.

- w) Prepare long term financial projections for planning purposes, including the most efficient and economical funding strategies for the continued financing of the 2021 Capital Investment Plan and any subsequent Capital Plans.
 - x) Help the Authority retain good relations with the rating agencies, banks, investment banks, brokers, trustees, and holders of Authority debt. This includes the establishment of an investor and rating agencies update schedule.
 - y) Assist the Authority in preparing presentations to agencies including NJIB and the rating agencies. Develop a strategy to improve the Authority's credit ratings.
 - z) Attend Board Meetings when required.
 - aa) Prepare various reports and analysis on financial matters at the request of the Authority.
 - bb) Have a working knowledge of all pertinent GASB and Financial Accounting Standards Board (FASB) requirements that effect the Authority's financial statements and planning. Make recommendations for appropriate funding strategies for all required reserves.
 - cc) Provide IRS tax-exempt bond post-issuance compliance services. This will include the establishment of a post-issuance compliance checklist, procedures for compliance and ongoing compliance monitoring. Annual compliance reports are to be issued, along with corrective plans for any non-compliance noted.
 - dd) At least annually, review the Authority's Financial Policies and make recommendations for changes if necessary.
 - ee) Provide all other services as may reasonably be expected from a financial advisor to municipal governments.
2. The Financial Advisor is expected to perform the following general investment services:
- a) Value the Authority's investments at fair market value as requested, but at a minimum value the investments in the Debt Reserve Fund annually as necessary, and as required by the Bond Resolution.
 - b) Develop investment strategies as requested for all funds, but in specific for the Debt Reserve Fund and bond proceeds as necessary, in accordance with the Authority's Bond Resolution and Investment Policy.
3. The Financial Advisor is expected to perform the following services in connection with any new money debt issue as well as any specific fixed or variable rate debt refunding that may occur during the term of the contract:

- a) Gain a working understanding of the Authority's NJIB Bond debt.
 - b) Attend all working group meetings.
 - c) Recommend structures for each bond series being issued in order to minimize overall debt service costs.
 - d) Assist in drafting and reviewing relevant bond documents including, but not limited to, a preliminary official statement, a final official statement, a notice of sale, a bid proposal form, and a supplement bond resolution.
 - e) Assist in the development of a request for qualifications for underwriting firms and participate in the evaluation of responses thereto as a non-voting evaluation committee member.
 - f) Assist in preparation of materials or presentations, discussions and meetings or other communications with rating agencies, insurers, credit enhancers and investors.
 - g) Obtain bids for credit enhancement and recommended efficient utilization and available credit enhancement including but not limited to bank facilities and bond insurance.
 - h) Obtain bids for verification agent, printing and bidding agent services as applicable. Confirm all bids and identify the low bidder.
 - i) Coordinate printing and posting of preliminary and final official statements.
 - j) Advise on the timing of sale and issuance of the obligations. Assist in the process of negotiated sales of Authority Revenue bonds, including negotiation of pricing terms and preparation of a Post-Sale Financial Advisor's memorandum/report.
 - k) Coordinate with the verification agent.
 - l) Collect and maintain cost of issuance information.
 - m) Perform all necessary calculations and provide schedules for the Additional Bonds Test requirements under the Bond Resolution.
4. The Financial Advisor is expected to perform the following services in connection with investment strategies for both new money and bond refunding transactions:
- a) Identify investment opportunities that provide savings and improve the efficiency or execution of a transaction. Conduct the bidding and award process for any open market securities purchased for advance refunding escrows.

- b) Identify investment opportunities that increase the yield on the debt reserve fund and construction fund bond proceeds when requested. Conduct bidding and award process for any investment securities purchased.

End of Section III

SECTION IV – RFP RESPONSE, EVALUATION FACTORS AND CRITERIA

A. General

1. A Proposal is requested from the Proposer. The Proposal will detail the Proposer's experience, personnel, proposed scope and approach, and any other relevant information.
2. All portions of this RFP and the Proposal are considered to be part of the Services Agreement to be entered into between the Authority and the Successful Proposer and will be incorporated by reference.

B. Qualifications and Credentials

Proposers must demonstrate how they meet the following minimum qualifications in order for their proposals to be evaluated:

1. Firm existence – The Proposer shall have been in the business of providing financial, investment services to governmental agencies for a minimum of five years.
2. Experience of senior professionals – The Proposer shall offer a team of professionals in which the senior professional(s) have a minimum of ten years' experience in the public finance industry.
3. Experience with municipal bonds – The Proposer shall offer a team of professionals in which the team members have worked on a minimum of \$100 million of financing over the past three years, have worked on a minimum of three Utilities revenue financings each with a par amount over \$20 million over the past three years.
4. Experience with New Jersey Infrastructure Bank (formerly New Jersey Environmental Infrastructure Trust) - The Proposer shall offer a team of professionals in which the team members have worked on a minimum of \$100 million of financing over the past three years.
5. The Proposer must be qualified as an Independent Registered Municipal Advisor (IRMA) and registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).
6. The Proposer must be qualified as a Qualified Independent Representative pursuant to Title VI Section 731 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd- Frank).

C. Proposals

The Scope of Services (Section III) is intended to outline the Authority's needs. The Proposal should thoroughly define the Proposer's proposed scope and approach to the Services.

Required Components of the Proposal:

1. Provide an executive summary of not more than one page identifying and sustaining the basis of your contention that you are the best qualified firm to provide the requested services to the Authority.
2. Provide the name, title, business address, e-mail address, telephone number and fax number of the individual the Authority should contact regarding your Proposal.
3. Provide a brief description of your firm, its ownership structure and its state/country of incorporation or formation. Describe your firm's physical presence in the State of New Jersey, including the number of offices, the number of employees and the type of business activity conducted in the State. Also, please describe the participation of women and minorities in your firm. Please indicate the percentage of your firm that is owned by women and minorities.
4. Set forth fully the anticipated assigned liaison contact, professional and sub-professional staff to be used in providing the Services. Each individual's background and resumes should be included, as well as their anticipated respective functions and responsibilities. Sufficient responsible and professional personnel, with complete and capable supporting staff, must be provided to perform the Services.
5. Identify any existing or potential conflict of interest, or any relationships that might be considered a conflict of interest, that may affect or involve the provisions of Services to the Authority, including but not limited to conflicts with financial advisors, law firms providing services to the Authority and Authority employees.
6. Describe any pending, concluded or threatened litigation, administrative proceedings or federal or state investigations or audits, subpoenas, or other information requests of or involving your firm or the owners, principals or employees thereof during the period beginning January 1, 2015 to date. Describe the nature and status of the matter and the resolution, if any.
7. All the documents listed in the (Check List in Section VI) must be submitted in order for a Proposal to be considered responsive to this RFP.
8. The Proposer shall be required to submit a minimum of three (3) relevant references. Proposer references shall pertain to the nature of work performed, duration of the projects, relationship between the firm and the Proposer and other considerations regarding the ability and responsibility of the Proposers that the Authority deems appropriate. Include references that demonstrate ability and qualifications to conduct governmental audits.
9. Proposers shall provide copies of audited financial statements or federal income tax returns for their firm for the past three years. Also, Proposers are encouraged to provide current

independent financial ratings from New Jersey state and nationally recognized/consensus rating bureaus (e.g. AM Best, Moody's, Standard & Poor's), if applicable.

10. Provide a staffing plan listing those persons who will be assigned to the transaction, including the designation of the person who would have the primary responsibility for the engagement. Include for each person the relevant resume information including, at a minimum, a description of the person's relevant professional experience, and type of experience and number of years with the Proposer. Also, for each individual, identify what role the individual will perform in connection with the Scope of Services as outlined in Section III.
11. Describe the technical and analytical resources available to the Proposer for structuring, analyzing and pricing of bond issues. Include a description of the Proposer's commercially available software programs and its own internal programs; and include a statement of how these programs might be used in connection with the services to be performed for the Authority. Present the qualifications of personnel assigned to develop the Authority cash flows. Please also present examples of similar analytical assignments that these personnel have completed.
12. List any sanctions or penalties brought against the Proposer or any of its personnel (including suspension or disbarment) by any regulatory or licensing agencies. Include a description of the reasons for the sanction or penalties and whether such sanctions or penalties are subject to appeal.
13. Provide as an appendix, the last two G37 reports the Proposer has filed and if applicable, form G38t.
14. List all tax-exempt financings for governmental entities in excess of \$20 million par value for which the Proposer served as financial advisor and which have been completed since January 1, 2020 or which are in progress.

Include the following information:

Name of Issuer
Amount of Financing
Sale Date
Rating
Credit Support (yes or no, type)
Maturity and Pricing Structure
Source of Repayment
Use of Proceeds
Firm's Role
Type of Sale
Personnel Assigned
Client Reference

15. Discuss any other relevant financial advisory or financing experience by providing no more than five (5) case studies. Detail all toll road agencies or authorities for which you provided similar services, by providing the following information:

Name of Client & Reference
Dates of Engagement
Personnel Assigned
Description of Services Provided by your Firm

16. Additionally, please list the tax-exempt financing in excess of \$20 million par value now in progress or completed since January 1, 2020 as financial advisor, for any issuer in New Jersey by providing the following:

Name of Issuer
Amount
Sale Date Firm's
Role
Type of Sale
Type of Project

17. Describe the Proposer's knowledge of and capacity to apply the Federal tax laws regarding tax-exempt financings, including funding with the usage of bond proceeds for capital improvements payments.
18. Describe any credit and rating issues that you believe the Authority will face in marketing its obligations including the number and composition of ratings the Authority should obtain for each bond issue. Also, describe the appropriateness, effectiveness and feasibility of using credit enhancement devices, including but not limited to, municipal bond insurance.
19. The Authority's Financial Advisor will be asked to assist in developing the Authority's financial strategy for future years to assure the optimal use of the Authority's financial resources over time. Describe Proposer's ability to address these long-term programmatic and financial issues, given the complexity of the Authority's financial structure and your understanding of the Authority's needs. By way of illustration, explain in detail the best example of a financial transaction for which Proposer served as financial advisor and in which similar qualifications were required.
20. Discuss Proposer's ideas for restructuring debt.
21. Discuss Proposer's strategy for funding the Authority's Other Post-Employment Benefits (OPEB) obligations as calculated under current GASB requirements. Indicate whether your firm has had its calculations accepted by Mercadien Group PC, CPA, the Authority's current auditors.

22. Discuss any experience Proposer has had with assisting clients in GASB 53 compliance, including hedge effectiveness testing.
23. Discuss Proposer's strategy for investing bond proceeds in today's interest rate and credit risk environment.
24. Discuss Proposer's IRS tax-exempt bond post-issuance compliance services and experience.
25. Provide any additional information Proposer consider relevant to the selection process, such as prior advisory experience with the Authority or similar transportation agencies.

D. Fee Proposal

Proposals must include a fee proposal. The fee should be proposed as follows:

- (a) For the general services described in the detailed Scope in Sections III D (1-3), please provide the hourly rate which you would expect to charge for any individuals who would be responsible for providing assistance, along with an annual fee cap. If any service or report included in these services is proposed as a fixed annual fee, please indicate that fee as well. Any such fixed annual fee will be part of the annual fee cap that is to be proposed for the general services included in Sections III D.
- (b) For specific bond transactions as described in Section III D (4), provide the hourly rate which you would expect to charge for any individual who would be responsible for providing assistance. Please provide a not to exceed fee cap per transaction for new money bond issues.

Fixed fees shall include all professional, administrative and clerical services and all out-of-pocket expenses including but not limited to, photo copying, fax, email and computer usage, incurred in connection with the completion of the Services required herein.

For Services to be compensated at an hourly rate, hourly rates should be provided for each staff level that will be providing the Services.

Proposers should note that, regardless of the hourly rate(s) proposed, the Authority will not compensate the Successful Proposer for any administrative or clerical staff time, or for travel time. In addition, for Services to be compensated at an hourly rate, the Authority will reimburse for only the following out of pocket expenses:

- i. Photocopies at \$.05 per page or actual cost, if lower. The actual number of copies must be reflected on the invoice.
- ii. Postage (actual postage costs only, i.e., no surcharge)

iii. Parking and tolls.

Additional expenses may be approved by the Authority in extraordinary circumstances. Such approval must be received before said expenses are incurred. However, the Authority will not reimburse for the following expenses:

- Fax charges or scanning charges
- Courier charges or overnight delivery charges (unless there is prior approval).
- Cell phone or other telephone charges
- Administrative or Clerical staff time or overtime
- Rent
- Conference Rooms
- Equipment Rental
- Office Supplies
- Books and Publications
- Meals
- Cabs and/or car services
- Any surcharge over actual costs
- Mileage
- Travel time
- Time spent discussing and preparing bills or negotiating billing questions

The Authority will not pay for the attendance of more than one (1) professional at a meeting unless prior approval has been requested and received from the Authority. The Authority reserves the right to review and adjust submitted invoices as it deems appropriate.

E. Evaluation Factors and Criteria

The Proposal will be carefully evaluated for conformance with the requirements of this RFP. Selection of a Proposer will be based upon the Proposal. Proposers will be awarded a maximum of 100 points based upon the following factors:

	<u>Points</u>
1. Approach to the Services:	15
Evaluation will include quality and soundness of plan, general comprehension of the requirements to provide the specified services and general competence. Each Proposer is expected to provide a preliminary work schedule showing the estimated number of hours by each staff level and the timing of work.	
2. Understanding the Authority's needs:	20

The Proposal shall include the Proposer's history in performing work similar in scope to the Services required in Section III. Evaluation will include the Proposer's ability to support this project as demonstrated by its proposed staffing given its existing projects,

ability to complete specific assignments in timely fashion as demonstrated by similar past projects, compliance with professional errors and omissions insurance.

3. Firm Experience: 25

Evaluation will include the Proposer's experience providing similar services to other entities, especially governmental or other public agencies. Evaluation will also include review of references and financial records.

4. Credentials of Team: 15

Evaluation will include qualifications and relevant experience of key personnel, particularly those involved in day-to-day functions. Proposers should highlight experience on similar assignments and comment on the availability of the staff listed.

5. Fees for the Services: 25

Evaluation will include the competitiveness of the fee proposal, with fee proposals proposing a lower aggregate fee over the term of the Services Agreement receiving a higher score.

F. Claims and Remedies

1. **Claims** - All claims asserted against the Authority by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.
2. **Remedies** – Nothing in this contract shall be construed to be a waiver by the Authority of any warranty, expressed or implied, or of any remedy at law or equity, except as specifically and expressly stated in a writing executed by the Executive Director of the Authority.

G. Additional work and/or Special Projects

The pricing response in this RFP is intended to be all-inclusive; the Authority anticipates that no additional work or special projects will be necessary. However, the Authority recognizes that changes in federal and state law and regulations over the course of the term of the contract may create additional work required from the contractor.

In the event of additional work and/or special projects, the contractor must present a written proposal to perform the additional work to the Authority. The proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the contractor in its proposal.

The contractor's written proposal must provide a detailed description of the work to be performed broken down by task and subtask. The proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the contractor in the contractor's original proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed price to perform the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the contractor in its original proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

No additional work and/or special project may commence without the Authority's written approval. In the event the contractor proceeds with additional work and/or special projects without the Authority's written approval, it shall be at the contractor's sole risk. The Authority shall be under no obligation to pay for work performed without HESAA's written approval.

H. Record Retention

All records created as a result of this project shall be retained in their original form by the contractor or in other forms agreed to by the Authority for no less than five years after contract completion, plus any additional period required by federal or state statutes, regulations or guidelines. At the end of a contract period, the contractor must be prepared to transfer, in a manner specified by the Authority, all records to the Authority or to the successor contractor as directed by the Authority.

I. Severability

In the event that any provision of this RFP or any agreement executed in accordance herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision.

J. Terms Relating To Price and Payment

1. **Price Fluctuation during Contract.** Unless otherwise agreed to in writing by the Authority, all prices quoted shall be firm through the issuance of this contract or purchase order and shall not be subject to increases during the period of this contract.

In the event of a manufacturer's or contractor's price decrease during the contract period, the Authority shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Authority must be notified, in writing, of any price reduction within five (5) days of the effective date. Failure to report price reductions may result in cancellation of contract for cause.

2. **Tax Charges.** The Authority is exempt from state sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such Taxes. The Authorities Federal Excise Tax Exemption number is 221-77-6265

3. **NJ Prompt Payment Act** The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state and local agencies to pay for goods and services within sixty (60) days of the agencies receipt of a properly executed payment voucher or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the Authority prior to processing any payments for goods and services accepted by the Authority.

The Authority Board meets on the third Thursday of every month. All invoices must be in by the first week of every month to allow for processing and review, prior to board approval.

End of Section IV

SECTION V: INSURANCE

A. **Insurance**

Prior to the commencement of any activity pursuant to a contract awarded under this RFP, the Consultant shall procure and maintain at its own expense, throughout the term of any resulting contract and until acceptance by the Authority of the Services performed under such contract, or for a duration as otherwise provided herein, from an insurance carrier acceptable to the Authority, the following insurance coverages:

1. **Commercial General Liability Insurance.** Consultant shall maintain commercial general liability insurance (CGL) with a primary coverage limit of not less than \$2,000,000 each occurrence. CGL insurance shall be written on the latest ISO occurrence form without any added restrictions or diminution in coverage (or a substitute form providing at least equivalent coverage) and shall cover liability for bodily injury and property damage arising from premises, operations, independent contractors, products-completed operations and for liability arising from personal injury and advertising injury, and liability assumed under contract. This insurance shall also provide coverage for mental anguish or other mental injury arising from bodily injury. The insurance shall be endorsed to delete the coverage restriction related to work conducted within fifty (50) feet of a railroad, and the XCU exclusions. "The Authority and its members, board, officers, agents, employees, guests, consultants and East Windsor Township" shall be included as additional insureds on the latest ISO forms providing such status for ongoing operations and products-completed operations without any added restrictions or diminution in coverage (or substitute forms providing at least equivalent coverage). This insurance shall be endorsed to apply as primary insurance and not contribute with any other insurance or self - insurance programs afforded to the Authority. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The Authority and its members, board, officers, agents, employees, guests, consultants and East Windsor Township.
2. **Commercial Automobile Liability Insurance.** Consultant shall maintain commercial automobile liability insurance covering all vehicles owned or used by Consultant with a primary coverage limit of not less than \$2,000,000 each occurrence. Auto insurance shall be written on the latest ISO form without any added restrictions or diminution in coverage (or a substitute form providing at least equivalent coverage) and shall cover liability for bodily injury and property damage. This insurance shall also provide coverage for mental anguish or other mental injury arising from bodily injury. "The Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township" shall be included as additional insureds. This insurance shall apply as primary insurance and not contribute with any other insurance or self-insurance programs afforded to the Authority. Such insurance shall be endorsed to waive the insurance carrier's right of subrogation against The Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township. This insurance shall not contain any provision under which claims made by the Authority against the Consultant would not be covered due to the operation of an insured versus insured exclusion.
3. **Workers' Compensation and Employers' Liability Insurance.** Consultant shall maintain workers' compensation and employers' liability insurance. Employers' liability coverage shall be in a limit not less than \$1,000,000 Bodily Injury by Disease Each Employee, \$1,000,000 Bodily

Injury by Accident- Each Accident, \$1,000,000 Bodily Injury by Disease – Policy Limit. Workers' Compensation Insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey and shall include all-states insurance to extend coverage to any state which may be interpreted to have legal jurisdiction. Such policies shall include endorsements to ensure coverage under the U.S. Long-shore's and Harbor-workers' Compensation Act and Maritime Act (Death on the High Seas Act) where required.

4. **Commercial Crime Insurance.** The Consultant shall maintain commercial crime insurance covering the Consultant, its employees, agents and independent contractors for a minimum amount of \$5,000,000 per occurrence. This insurance shall be written on the latest ISO loss sustained form without any added restrictions or diminution in coverage (or a substitute form providing at least equivalent coverage). This insurance shall include coverage, at full policy limits, for the loss of assets owned by or for which Consultant is legally liable and loss resulting from computer fraud or fraudulent transfer instructions. This insurance shall include coverage for theft of the Authority's funds by the Consultant, its employees, its agents and independent contractors. The Authority shall be named as loss payee, if its interests may exist, on this insurance. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township. This insurance shall not contain any provision under which claims made by the Authority against the Consultant would not be covered due to the operation of an insured versus insured exclusion.
5. **Professional Liability Insurance.** Consultant shall maintain Professional Liability Insurance covering its errors and omissions and liability assumed under contract with a coverage limit of not less than \$10,000,000 each occurrence. This insurance shall be endorsed to apply as primary insurance and not contribute with any other insurance or self-insurance programs afforded to the Authority. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township.
6. **Cyber Liability Insurance** Consultant shall maintain Privacy and Network Security insurance covering liability arising from (1) hostile action, or a threat of hostile action, with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible; and (2) computer viruses, Trojan horses, worms and any other type of malicious or damaging code; and (3) dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy, corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data; and (4) denial of service for which the Consultant is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system; and (5) loss of service for which the Consultant is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities; and (6) access to a computer system or computer system resources by an unauthorized person or persons or an authorized person in an unauthorized manner with a limit not less than \$10,000,000 per

occurrence. This insurance shall provide coverage for personal injury (including emotional distress and mental anguish). This insurance shall not contain any provision under which claims made by the Authority against the Consultant would not be covered due to the operation of an insured versus insured exclusion.

B. Additional Requirements

1. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law, ordinances or regulations regarding the performance of the Work will be provided upon request of the Authority.
2. All insurance policies shall specify that the territorial limits shall be on a worldwide basis or as otherwise agreed with the Authority. All insurance policies shall provide that not less than 30 days advance written notice of cancellation or material change of any insurance referred to therein shall be given by registered mail to the Richard Brand, Executive Director, East Windsor Municipal Utilities Authority at 7 Wiltshire Drive, East Windsor, New Jersey 08520. All insurance companies providing coverage shall be authorized to do business in the State of New Jersey and maintain an A.M. Best rating of A-VII or better.
3. Any other insurance carried by Consultant or subcontractors shall be considered to be primary and any insurance carried by or self-insurance programs afforded to the Authority shall be considered excess and non-contributing with such primary insurance.
4. Any other insurance carried by Consultant or subcontractors shall also contain a waiver of subrogation clause in favor of the Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township.
5. Prior to commencing any services under this Contract and thereafter upon the Authority's request, Consultant shall furnish the Authority with a certificate(s) of insurance satisfactory to the Authority and, if requested by the Authority, applicable endorsements and/or a certified duplicate copy of the insurance policy(s) required, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Certificates of Insurance shall state that each of the above-required policies has been amended to include the following endorsements and shall be accompanied by copies of the endorsements:
 - a. "The Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township" shall be included as additional insureds." This statement is not required for the Consultant's workers' compensation and employers' liability insurance, or professional liability insurance.
 - b. Thirty (30) days' notice of cancellation or material change in coverage shall be given by registered mail to the Authority as specified above.

- c. All policies shall contain a waiver of subrogation clause in favor of the Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township.
 - d. With respect to all policies, the other insurance clause under each policy shall be amended to read as follows: "This policy will act as primary insurance and not contribute with policies issued to or self-insurance programs afforded to the Authority and its members, commissioners, officers, agents, employees, guests, consultants and East Windsor Township"
 - e. All certificate(s) shall be mailed to: Richard Brand, Executive Director, East Windsor Municipal Utilities Authority at 7 Wiltshire Drive, East Windsor, New Jersey 08520.
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6. In the event that Consultant subcontracts any portion of its obligations pursuant to this RFP, Consultant shall require such subcontractor to comply with all of the above insurance requirements as if the subcontractor's name were substituted for any reference to Consultant. If any subcontractor cannot comply with this requirement, then such subcontractor shall be added under the Consultant's policies as an additional insured.
 7. It is agreed and understood by the parties that the obligation of the Consultant to obtain and maintain insurance policies required in accordance with this RFP is an essential term of the RFP and that the Authority relies on the Consultant to perform such obligation. The parties further acknowledge and agree that the failure of the Authority to require strict compliance with all the terms and conditions regarding insurance, as set forth in this RFP, and as evidenced by any Certificates of Insurance, Slips and/or Binders, copies of insurance policies, or otherwise, shall not constitute a waiver or amendment of any of the terms, conditions and requirements of this RFP regarding the provision of insurance coverage by the Consultant.
 8. The Consultant shall ensure that the activities to be performed under this RFP do not violate the terms and conditions of any insurance policy which is or may be provided by the Consultant hereunder, and that it shall take all measures necessary to avoid any actions which may lead to cancellation or voidance of such insurance policies.
 9. In the event that the Consultant fails or refuses to maintain or renew any insurance policy required to be maintained herein, or if such policy is cancelled or modified so that the insurance does not meet the requirements contained herein, the Authority may refuse to make payment of monies due under this RFP. The Authority in its sole discretion may use such monies to purchase insurance on behalf of the Consultant or subcontractor. During any period when the required insurance is not in effect, the Authority may suspend performance of the Agreement. If the Agreement is so suspended, no additional compensation or extension of time shall be due on account of such suspension. Due to future changes in economic, financial, risk and/or insurance market conditions the Authority at its discretion may modify the above stated insurance requirements.

10. NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE CONSULTANT ARE SPECIFIED HEREIN, THE LIABILITY OF THE CONSULTANT SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE CONTRACT OR OTHERWISE IN LAW.

11. Terms and Deductibles. The Consultant shall be responsible for any deductible or self-insured retention, exclusions or lack of coverage in the insurance policies described above. Any deductible or self-insured retention greater than \$5,000 per occurrence must be disclosed to and approved by the Authority. The Authority reserves the right to require that any deductible or self-insured retention be no greater than \$5,000 per occurrence.

End of Section V

SECTION VI: CHECKLIST AND EXHIBITS

CHECKLIST OF ITEMS

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR PROPOSAL ALONG WITH THIS CHECKLIST ITSELF:

CHECK OFF AS READ, SIGNED & SUBMITTED

	CHECK LIST	
A.	MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE (Professional Services)	
B.	AFFIRMATIVE ACTION INFORMATION SHEET	
C.	AFFIDAVIT OF MORAL INTEGRITY	
D.	OWNERSHIP DISCLOSURE FORM	
E.	VENDOR FIRM DISCLOSURE FORM – EXECUTIVE ORDER 129	
F.	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	
G.	NOTICE TO ALL PROPOSERS SET-OFF FOR STATE TAX	
H.	EAST WINDSOR TOWNSHIP AFFIDAVIT OF COMPLIANCE	
I.	AFFIDAVIT OF NON-COLLUSION	
J.	NJ BUSINESS REGISTRATION CERTIFICATE (Recommended with submission, required from Successful Proposer prior to contract award.)	
K.	SMALL BUSINESS ENTERPRISE/DISABLED VETERAN OWNED ENTERPRISES/MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE FORM	
L.	SMALL BUSINESS/DISABLED VETERAN OWNED ENTERPRISE FORM SBE/DVOB FORM -- PROPOSED SCHEDULE OF SMALL BUSINESS/DISABLED VETERAN OWNED ENTERPRISE PARTICIPATION	
M.	INSURANCE (see Section V of RFP) for Insurance Requirements for the Services Agreement) Submit proof of insurance- either certificate of insurance or letter from broker with proposal.	
N.	FINANCIALS (Provide copies of audited financial statements or federal income tax returns for the past three years.)	

(Firm)

(Title)

(Signature)

(Date)

(Name – please print or type)

(Telephone Number/Fax Number)

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 SERVICES AGREEMENTS

During the performance of the Services Agreement, 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 nondiscrimination 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, of with which it has a collective bargaining agreement, a notice to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 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, labor unions, that it does not discriminate on the basis of age, 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 personal testing conforms to 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, 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.

- I. The Contractor shall submit to the public agency, after notification of award but prior to execution of a goods and Services Agreement, one of the following three documents:
 - i. Letter of Federal Affirmative Action Plan Approval
 - ii. Certificate of Employee Information Report
 - iii. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

The parties to the Services Agreement do hereby agree that the provision of *N.J.S.A. 10:5-31 et seq.* dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made a part of the Services Agreement and are binding upon them.

Submitted by:

Firm Name: _____

By: _____

Title: _____

Date: _____

EXHIBIT B

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

AFFIRMATIVE ACTION INFORMATION SHEET

Kindly complete this questionnaire. In the event that you/your firm is awarded this contract, the necessary forms will be sent to you. This form **MUST** be submitted with the Bid Proposal.

1. Our Company has a federal affirmative action plan approval.

Yes _____ No _____

2. Our Company has a State Certificate of Employee Information Report Approval.

Yes _____ No _____

3. If you do not have one of the above approvals, indicate whether you have:

_____ More than 50 employees.

_____ Less than 50 employees.

4. I have more than 50 employees; please send us an Affirmative Action Form for our completion.
(AA 302 — Affirmative Action Employee Information Report)

_____ (Check here if applicable.)

5. I have fewer than 50 employees; please send an affidavit for my completion.

_____ (Check here if applicable.)

The bidder to whom the contract has been awarded shall, within seven (7) days in the case of the notification of construction awards and within three (3) days in the case of notification of procurement and service awards, execute and submit any affirmative action forms in compliance with P/L: 1975, c.127.

I HEREBY CERTIFY that the above information is correct to the best of my knowledge. The vendor below will comply with all applicable affirmative action requirements.

(PLEASE PRINT OR TYPE)

Name of Bidder:

Bidder's

Signature:

Title:

Date:

Address

Telephone Number

Fax Number

EXHIBIT C
AFFIDAVIT OF MORAL INTEGRITY

STATE OF _____

Ss:

COUNTY OF _____

I, _____, the _____ (Pres., Vice Pres., Owner/Partner) of

_____ (Proposer), being first duly sworn, deposes and says:

1. That the Proposer wishes to demonstrate moral integrity in accordance with the services to be rendered/goods to be provided in accordance with the Proposer's proposal.
2. That as of the date of signing this Affidavit, neither Proposer nor any of its Principals, Owners, Officers, or Executive Directors are involved in any Federal, State or other Governmental Investigation concerning criminal or quasi-criminal violations, except as follows: **(If none, so state):** _____
3. Proposer further states that neither the Proposer, nor any of its Principals, Owners, Officers or Executive Directors, has ever engaged in any violation of a Federal or State Criminal Statute; or ever been indicted, convicted, or entered a plea of guilty, *non vult* or *nolo contendere* to any violation of a Federal or State Criminal Statute; or ever engaged in violation of any nature regarding work on the Agreements performed by it, except as follows: **(If none, so state):** _____
4. That Proposer authorizes any depository or other agency to supply the Authority with any information necessary to verify any statement made in this Affidavit of Moral Integrity.
5. That as of the date of signing this Affidavit, outstanding liens filed against this Proposer are as follows: **(If none, so state):** _____
6. That the undersigned, being authorized to act on behalf of Proposer certifies that I am personally acquainted with the operations of said Proposer, have full knowledge of the factual basis comprising the contents of this Affidavit of Moral Integrity and that the same are true to my knowledge.
7. That this Affidavit of Moral Integrity is made to induce the Authority to accept the Proposer as a qualified provider of goods and/or services, knowing that the said East Windsor Municipal Utilities Authority relies upon the truth of the statements herein contained.

Sworn and Subscribed to Before Me This

_____ Day of _____ 20__

Signature

Notary Public

Title

(Corporate Seal)

EXHIBIT D

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

OWNERSHIP DISCLOSURE FORM

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

PLEASE NOTE THAT IF THE PROPOSER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.

1. Are there any individuals, corporations, partnerships, or the limited liability companies owning a **10% or greater** interest the Proposer? YES NO

IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.

IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTIONS 2 - 4 BELOW.

2. Of those parties owning a 10% or greater interest in the Proposer, are any of those parties individuals?

YES NO

3. Of those parties owning a 10% or greater interest in Proposer, are any of those parties **corporations, in partnerships, or limited liability companies?**

YES NO

4. If your answer to Question 3 is "YES", are there any parties owning a **10% or greater** interest in the corporation, partnership, or limited liability company referenced in Question 3?

YES NO

IF ANY OF THE ANSWERS TO QUESTIONS 2 - 4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

OWNERSHIP DISCLOSURE FORM

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2 – 4 ANSWERED AS “YES”.

If you answered “YES” for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Proposer. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____
NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____
NAME _____	DATE OF BIRTH _____
ADDRESS 1 _____	
ADDRESS 2 _____	
CITY _____	STATE _____ ZIP _____

Attach Additional Sheets If Necessary.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
OWNERSHIP DISCLOSURE FORM

PART 2 continued

PARTNERSHIPS/CORPORATIONS/LIMITED LIABILITY COMPANIES

ENTITY NAME _____
PARTNER NAME _____
ADDRESS 1 _____
ADDRESS 2 _____
CITY _____ STATE _____ ZIP _____
ENTITY NAME _____
PARTNER NAME _____
ADDRESS 1 _____
ADDRESS 2 _____
CITY _____ STATE _____ ZIP _____
ENTITY NAME _____
PARTNER NAME _____
ADDRESS 1 _____
ADDRESS 2 _____
CITY _____ STATE _____ ZIP _____

Attach Additional Sheets If Necessary.

In the alternative, to comply with the ownership disclosure requirement, a Proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

OWNERSHIP DISCLOSURE FORM

CERTIFICATION

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

Signature

Date

Print Name and Title

FEIN/SSN

EXHIBIT E

VENDOR DISCLOSURE FORM

Please be advised that, the East Windsor Municipal Utilities Authority (the "Authority") has developed this form under the policy and procedures in accordance with *N.J.S.A. 52:34-13.2*. Under this order, the Authority must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The Authority shall insure that all Proposers seeking to enter into the Services Agreement in which services are procured on his behalf must disclose:

- a. The location by country where the services under the Services Agreement will be performed; and
- b. Any subcontracting of services under the contract and the location by country, where the subcontracted services will be performed.

LOCATION BY COUNTRY WHERE SERVICES UNDER THE SERVICES AGREEMENT WILL BE PERFORMED:

The Proposer _____
(Location by Country)

Name: _____

Address: _____

Title: _____

Subcontractor: _____
(Location by Country)

Name: _____

Address: _____

Title: _____

I certify that all information is true and correct to the best of my knowledge.

Proposer: _____ Title: _____

EXHIBIT F

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
****NEW - DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN****

NAME OF CONTRACTOR /BIDDER: _____

PART 1: CERTIFICATION

CONTRACTORS/BIDDERS **MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**
FAILURE TO CHECK ONE OF THE BOXES SHALL RENDER THE PROPOSAL NON-RESPONSIVE.

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

- I certify, pursuant to Public Law 2012, c. 25, that neither the contractor/bidder listed above nor any of the contractor's/bidder's parents, subsidiaries, or affiliates is **listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List") . I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the CERTIFICATION below.**

OR

- I am unable to certify as above because the contractor/bidder and/or one or more of its parents, subsidiaries, or affiliates is **listed on the Department's Chapter 25 list.** I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the CERTIFICATION below. **Failure to provide such will result in the proposal being rendered a non-responsive 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 a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet

Name _____ Relationship to Contractor/Bidder _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Contractor/Bidder Contact Name _____ Contact Phone Number _____

CERTIFICATION
MUST BE SIGNED BY BIDDER

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 East Windsor Municipal Utilities Authority (“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 Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I 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 Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): _____ SIGNATURE _____

TITLE: _____ DATE: _____



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE EXECUTIVE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>

Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER *Lt.*
Governor

ELIZABETH MAHER MUOIO
State Treasurer

MAURICE A. GRIFFIN
*Acting Executive
Director*

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25”):

1. AK Makina Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat PLC
7. Bank Sepah
8. Bank Tejarat
9. China International United Petroleum & Chemicals Co., Ltd. (Unipec)
10. China National Offshore Oil Corporation (CNOOC)
11. China National Petroleum Corporation (CNPC)
12. China National United Oil Corporation (ChinaOil)
13. China Oilfield Services Limited
14. China Petroleum & Chemical Corporation (Sinopec)
15. China Precision Machinery Import-Export Corp. (CPMIEC)
16. Indian Oil Corporation
17. Kingdream PLC
18. Naftiran Intertrade Company (NICO)
19. National Iranian Tanker Company (NITC)
20. Oil and Natural Gas Corporation (ONGC)
21. Oil India Limited
22. Persia International Bank
23. Petroleos de Venezuela (PDVSA Petróleo, SA)
24. PetroChina Company, Ltd.
25. Sameh Afzar Tajak Co. (SATCO)
26. Shandong Fin Cnc Machine Company, Ltd.
27. Sinohydro Co., Ltd.
28. SK Energy Co. Ltd.
29. SKS Ventures
30. Som Petrol AS
31. Zhuhai Zhenrong Company

List Date: January 4, 2021

EXHIBIT G

NOTICE TO ALL PROPOSERS SET-OFF FOR STATE TAX

Please be advised that pursuant to P.L. 1995. c. 159, effective January 1, 1996 and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership, or S corporation under the Agreement to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services or construction projects and at the same time the taxpayer, or the partner or shareholder of that entity, is indebted for any State tax, the Executive Director of the Division of Taxation shall seek to set-off that taxpayer's, partner's or shareholder's share of the payment due to the taxpayer, partnership, or S corporation. The amount of set-off shall not allow for the deduction of any expenses or other deductions which might be attributable to a partner or shareholder subject to set-off under this act. No payment shall be made to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects pending resolution of the indebtedness.

The Executive Director of Division of Taxation shall give notice to the set-off to the taxpayer, the provider of goods or services, or the contract or subcontractor of construction projects and provide an opportunity for a hearing with thirty (30) days of such notice under the procedures for protests established under R.S. 54:4918. No requests for conference, protest or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State pursuant to P.L. 1987, c. 184 (c.52:32-32et seq.) to the taxpayer, the provider of goods or services, or the contractor or subcontractor of construction projects shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE."

COMPANY _____

SIGNATURE _____

NAME _____

TITLE _____

DATE _____

EXHIBIT I

AFFIDAVIT OF NON-COLLUSION

STATE OF :
 :
COUNTY OF :

The undersigned, being duly sworn according to law, deposes and says:

1. That, as the party submitting the foregoing Proposal, that such Proposal is genuine and not collusive or a sham; that said Proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any Proposer or person, to put in a sham Proposal or to refrain from participating in this solicitation, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or of any other Proposer, or to fix any overhead, profit, or cost element of said price, or of that of any other Proposer, or to secure any advantages against the East Windsor Municipal Utilities Authority (“Authority”), or any person interested in the proposed Services Agreement; and that all statements in said Proposal are true.

2. That he/she has not been convicted or found liable for any act prohibited by state or federal law involving conspiracy or collusion with respect to proposing or bidding on any public contract within the last three years. Such act or conviction does not automatically disqualify a Proposer, but may be grounds for administrative suspension or grounds for consideration by the Authority as to whether the Authority should decline to award the Services Agreement to such a Proposer on the basis of a lack of responsibility. If Proposer has been convicted of any act prohibited by state or federal law involving collusion with respect to proposing or bidding on any public contract within the past three years, Proposer should attach an explanation of the circumstances surrounding that conviction.

FIRM NAME

NAME

TITLE

SIGNATURE

Subscribed and sworn to and
before me this day of
, 20__.

EXHIBIT J

NJ DIVISION OF REVENUE BUSINESS REGISTRATION [Attach]

For information regarding the New Jersey Division of Revenue Business Registration Requirement, Proposers can contact the Bureau of Client Registration at (609) 292-9292.

If you wish to file your application online, you may do so by visiting the following website:
<http://www.state.nj.us/treasury/revenue/njbgs/bgsclientreg.shtml>

EXHIBIT K

**SMALL BUSINESS ENTERPRISE /DISABLED VETERAN OWNED ENTERPRISE/
MINORITY BUSINESS / WOMAN OWNED BUSINESS**

**SMALL / DISABLED VETERAN OWNED/ MINORITY / WOMAN BUSINESS ENTERPRISE
FORM**

If Proposer is registered with the State of New Jersey as a Small Business Enterprise (SBE), and/or Certified as a Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE) you must send a copy of the Registration/ Certification Form with your Proposal. Please check off the gross receipt category of your business if registered as an SBE

- SBE CATEGORY 1 \$0- \$500,000 _____
- SBE CATEGORY 2 \$500,001 thru \$5,000,000 _____
- SBE CATEGORY 3 \$5,000,001 thru \$12,000,000 _____
- NOT APPLICABLE _____

SBE Registration # _____

Please check below if applicable

Woman Business Enterprise _____

Minority Business Enterprise _____

Disabled Veteran Owned Enterprise _____

Proposer Name: _____

EXHIBIT L

SMALL BUSINESS / DISABLED VETERAN OWNED ENTERPRISE FORM

SBE / DVOB FORM -- PROPOSED SCHEDULE OF SMALL BUSINESS ENTERPRISE PARTICIPATION

SMALL BUSINESS / DISABLED VETERAN OWNED ENTERPRISE FORM SBE / DVOB FORM PROPOSED SCHEDULE OF SMALL BUSINESS / DISABLED VETERAN OWNED ENTERPRISE PARTICIPATION

NAME & ADDRESS OF SBE (SUB)CONSULTANT SUPPLIER	TYPE OF WORK TO BE PERFORMED	ESTIMATED PERCENTAGE OF (SUB)CONSULTANT WORK

(Attach additional sheet if necessary)

Proposer (Print Name)

Proposer's SBE Liaison officer (if applicable)

Telephone Number

All Proposers must complete and submit this form with their Proposal (if no subcontracting is involved state so.)

EXHIBIT M

[Attach Certificate of Insurance or Letter from Broker]

EXHIBIT N

[Attach Audited Financial Statements or Federal Income Tax Returns for the Past 3 years]

EXHIBIT O
East Windsor Municipal Utilities Authority
CIP 2021 -2026

Water Main N. Main St.	175,000	175,000					
Route 130 Crossing Design and Build New Water	800,000	800,000					
Well and Treatment Plant	20,000,000	2,000,000	18,000,000				
Water Main Improvements	<u>5,300,000</u>	-	<u>600,000</u>	<u>1,500,000</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>800,000</u>
Total - Water	<u>29,800,000</u>	<u>4,055,000</u>	<u>19,110,000</u>	<u>1,975,000</u>	<u>1,710,000</u>	<u>1,675,000</u>	<u>1,275,000</u>
Wastewater							
Route 130 Crossing	800,000	800,000					
Upgrade Pump Station #1	30,000	30,000					
Disc Filter Project Wycoff Mills Road Pump Station	1,000,000	20,000	980,000				
Relief Sewer Cranbury Station Road	1,700,000	1,700,000					
New 24" Interceptor Sewer	<u>2,000,000</u>	<u>200,000</u>	<u>1,800,000</u>	-	-	-	-
Total - Wastewater	<u>8,530,000</u>	<u>5,750,000</u>	<u>2,780,000</u>	-	-	-	-
Total	<u>\$</u> <u>38,330,000</u>	<u>\$</u> <u>9,805,000</u>	<u>\$</u> <u>21,890,000</u>	<u>\$</u> <u>1,975,000</u>	<u>\$</u> <u>1,710,000</u>	<u>\$</u> <u>1,675,000</u>	<u>\$</u> <u>1,275,000</u>

EXHIBIT P

East Windsor Municipal Utilities Authority
 For the Period December 1, 2020 to November 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025
<i>/ater</i>						
See CB-3a, CB-4a and CB-5a	\$ 29,892,000	\$ 4,147,000	\$ 19,110,000	\$ 1,975,000	\$ 1,710,000	\$ 1,675,000
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	29,892,000	4,147,000	19,110,000	1,975,000	1,710,000	1,675,000
<i>/astewater</i>						
See CB-3a, CB-4a and CB-5a	\$ 9,675,000	\$ 6,160,000	\$ 3,000,000	\$ 120,000	\$ 155,000	\$ 120,000
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	9,675,000	6,160,000	3,000,000	120,000	155,000	120,000
<i>/A</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				

APPENDICES

1. Draft Services Agreement

**APPENDIX 1
DRAFT SERVICES AGREEMENT**

AGREEMENT FOR FINANCIAL AND INVESTMENT ADVISORY SERVICES

THIS SERVICES AGREEMENT (the "Agreement") is dated and effective _____, 202_ by and between the East Windsor Municipal Utilities Authority, a body corporate and politic of the State of New Jersey, with its principal offices located at 7 Wiltshire Drive, East Windsor, N.J. 08520 (the "Authority"); and _____, a _____ of the State of _____, having its principal offices at _____ (the "Financial Advisor").

WITNESSETH:

WHEREAS, the Authority requires the services of a professional firm with adequate staff and experience to provide general financial investment, as well as advice and assistance in connection with specific bond issuances; in accordance with a Request for Proposal, dated as of _____ (collectively, with all addenda, the "RFP", attached hereto as Exhibit A); and

WHEREAS, the Financial Advisor is a professional company which is proficient in general financial and investment advisory services and has submitted to the Authority a written proposal, dated _____; and

WHEREAS, the Financial Advisor was invited to make an oral presentation to the Authority on _____, following which the Financial Advisor was further invited to submit a best and final offer ("BAFO"); and

WHEREAS, on _____, the Financial Advisor submitted in writing a BAFO which clarified and expanded upon the statements contained in the aforesaid _____ proposal (collectively, with the initial _____ proposal dated _____, 202_ , the "Proposal", attached hereto as Exhibit B); and

WHEREAS, the Authority evaluated the Proposal in accordance with the criteria stated in the RFP and, after comparison with other submitted proposals was deemed to be the most advantageous to the Authority; and

WHEREAS, on _____ the Authority adopted Resolution # _____ awarding a professional services contract to the Financial Advisor; and

WHEREAS, the Authority wishes to memorialize and enter into an Agreement with the Financial Advisor setting forth the terms and conditions of the parties' rights and obligations with respect to the procurement of the services as hereinafter defined;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. DEFINITIONS.

“Authority” shall mean the East Windsor Municipal Utilities Authority as established in accordance with *N.J.S.A.* 40:14B-1 et seq and shall be the members of the Authority acting in accordance with said statute.

“Financial Advisor” shall mean _____, with its principal offices located at _____.

“Completion Financial Advisor” shall mean the Financial Advisor that the Authority selects and uses, pursuant to Section 8 of the Agreement, to complete the Services upon termination of the Financial Advisor pursuant to Section 7 hereof.

“Executive Director” shall refer to the Authority’s Executive Director or his/her designee acting on his/her behalf as employees of the Authority with regard to the Agreement.

“Services” shall refer to general financial and investment advisory services in accordance with the Proposal and the RFP. The RFP and the Proposal are incorporated by reference into the Agreement and attached thereto as Exhibits A and B, respectively.

All other defined terms as used in the Agreement and not defined herein shall have the same meaning as defined and used in the RFP (Exhibit A) or the Proposal (Exhibit B), as the case may be.

2. COMPENSATION.

- (a) The authorized amount of compensation to be paid to the Financial Advisor under the Agreement shall be a [fixed] fee of \$_____ for _____ [and an amount not to exceed \$_____ for _____] in accordance with the Proposal. Payments shall include all professional fees, administrative service fees and all material expenses. The Authority shall have the right to audit all payroll and direct costs or expenses of the Financial Advisor in accordance with Section 11 of the Agreement. The Financial Advisor shall keep available, for Authority inspection, records of all costs and expenses for a period of not less than five (5) years after the term of the Agreement.
- (b) No increase in the fees or expenses set forth in Section 2(a) hereof shall take effect unless such increased fees or expenses are approved by the board members of the Authority in accordance with the statutes and laws of the State of New Jersey. The Financial Advisor acknowledges and agrees to its responsibility to maintain control of all fees and expenses, and further acknowledges and agrees that the total compensation in the amount of

\$ _____ is a total amount not to be exceeded and is sufficient to complete the Services under the terms of the Agreement.

- (c) Any payments made to the Financial Advisor by the Authority under the terms of the Agreement shall not be deemed a waiver of the Authority's right to seek damages for remediation in the event there are any deficiencies in the Services.
- (d) In the event of any conflicting claim or claims by the Financial Advisor regarding the right to receive payments that may be due, or to become due, from the Authority under the terms of the Agreement, the Authority may withhold the amount of payments pertinent to such conflicting claim or claims, as determined by the Authority, until such dispute, or disputes, be finally resolved to the reasonable satisfaction of the Authority.
- (e) With the award of the Agreement, the Financial Advisor shall receive its payment(s) by check and invoices should be emailed to: Npretz@Eastwindsormua.com. Invoices must be delivered to the Authority by the first of every month in order for payment to be made on the third Friday of every month.

3. STANDARD OF CARE. The Executive Director may disapprove any item of Service rendered by the Financial Advisor if it is not in accordance with the requirements of the Agreement or the standard of care of the Financial Advisor as set forth herein. The Financial Advisor represents and warrants that it shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of its profession performing the kind of services hereunder and practicing in the same or similar locality at the same time. In the event of non-fulfillment of the foregoing warranty, upon written demand of the Authority, the Financial Advisor shall perform such corrective services (within the original scope of work) as may be necessary to conform to the foregoing warranty; provided further however, it is understood that the Executive Director shall have the right throughout the term of the Agreement to review the Financial Advisor's work and request reasonable remedial efforts and corrections, provided that such changes or corrections are substantially consistent with the RFP and the Proposal, and are limited to ensuring that the Financial Advisor has provided the Services in accordance with the requirements of the Agreement and this standard of care. All costs incurred by the Financial Advisor in performing any corrective Services shall be borne by the Financial Advisor.

4. SERVICES. The Financial Advisor represents itself to be experienced and competent to perform the Services in accordance with the requirements of the Agreement and the Standard of Care set forth in Section 3 herein. The Financial Advisor agrees that the Services to be performed hereunder shall be those specified in the RFP and the Proposal. Should any ambiguity or conflict exist among the Agreement, the RFP, and the Proposal in the interpretation, scope or content of any term or condition, the language in the body of each of these documents shall supersede one another and control according to the hierarchy set forth in Section 25.

5. **TERM.** The Agreement shall be in effect for a period of **three (3) year(s) from the effective date of the Agreement. The Agreement also provides the Authority with the option for two (2) additional (1) year extension(s)** of the Services with the concurrence of the Financial Advisor for additional services necessary or incidental to the subject matter of the Agreement. During the term of the Agreement the Authority will have the right to procure additional services at the pricing and in conformity with the Services outlined in the Proposal.

6. **PERSONNEL.** The Financial Advisor agrees that the key personnel identified in the Proposal will be those individuals that are assigned to the Services, and that the assignment of such individuals is a material term of the Agreement. The Financial Advisor agrees to promptly notify the Authority in writing of the identity of any individuals that it desires to assign to perform the Services as a replacement for, or in addition to, the key individuals named and listed in the Proposal. All replacements shall be subject to the approval of the Authority; provided, however, that such approval will not be unreasonably withheld if any replacement possesses qualifications and experience that are equal to, or greater than, the subject of the replacement.

7. **TERMINATION.** Notwithstanding any other provision in the Agreement, the Agreement may be terminated or suspended by the parties pursuant to the following terms and conditions:
 - (a) The Authority may terminate the Agreement as follows:
 - (i) Immediately upon failure by the Financial Advisor to remedy a material breach of its obligations under the Agreement within five (5) days of the date of written notice from the Authority of such material breach;
 - (ii) For convenience, upon thirty (30) days prior written notice by Authority;
 - (iii) Immediately, if the Financial Advisor shall become insolvent or make an assignment for the benefit of the creditors or files a voluntary petition in bankruptcy, or if any involuntary petition in bankruptcy is filed against the Financial Advisor and the act of bankruptcy alleged is not removed or dismissed within sixty (60) days;
 - (iv) Immediately upon the indictment of an owner of the Financial Advisor.
 - (b) The Financial Advisor may terminate the Agreement as follows:
 - (i) Upon sixty (60) days prior written notice to the Authority from the Financial Advisor upon failure by the Authority to remedy a material breach of its obligations under this Agreement within sixty (60) days of written notice from the Financial Advisor to cure such material breach.

- (c) Upon termination of the Agreement by either party and upon receipt by the Financial Advisor of payment for all outstanding fees and charges, the files (including electronic files) pertaining to Authority matters, Authority's papers and property shall be returned promptly to the Authority upon request.
8. **RIGHTS UPON TERMINATION.** In the event of a termination, pursuant to Section 7 hereof, if the total amount paid to the Completion Financial Advisor exceeds the compensation stated in the Agreement, the Financial Advisor shall pay the Authority any reasonable excess cost incurred by the Authority as a result of engaging the Completion Financial Advisor.
9. **OBLIGATION FOR TRANSITION.** At such time as the Agreement is terminated, whether pursuant to Section 7 hereof or by the expiration of the term and/or extension of the term pursuant to Section 5 hereof, the Financial Advisor will make all reasonable efforts, in cooperation with the Authority and such parties as may be selected by the Authority to perform the Services after the termination of the Agreement in order to effect a smooth transition of services. In furtherance of this commitment, the Financial Advisor shall, for example, but without limitation, retain and promptly transfer all relevant files (including electronic files) to the appropriate recipient, confer with the Authority, and with any other party at the Authority's instruction.
10. **FORCE MAJEURE.** Neither party shall be liable for any delays or failure in performance due to causes beyond its control, including but not limited to, acts of any government, war, natural disasters, strikes, civil disturbances, fires, equipment failure or failures of third parties to provide (or delays in so providing) equipment, software or services. The parties shall act, to the extent reasonably possible, to minimize any such delays. In the event either party is subject to delays due to such a cause for more than sixty (60) days, either party may, at its option, terminate the Agreement for convenience upon written notice to the other, or, upon mutual agreement, extend the time for performance by the period of time equal to the time lost, whether the delay is less than sixty (60) days or not.
11. **RIGHT TO AUDIT.** The Financial Advisor shall:
- (a) Permit during ordinary business hours for the term of the Agreement and for a period of five (5) years after final acceptance of the Services, the examination and audit by the officers, employees and representatives of the Authority of such records and books relating to the Services and also any records and books of any company which is owned or controlled by the Financial Advisor, or which owns or controls the Financial Advisor, if said company performs services similar to those performed by the Financial Advisor anywhere in the State of New Jersey.
- (b) If any audit pursuant to Section 11(a) requires the Authority's officers, employees and representatives to travel outside the State of New Jersey to the Financial Advisor's principal place of business where the Financial Advisor's records and

books are maintained, then the Financial Advisor shall bear the additional cost of the audit.

- (c) The Authority shall provide reasonable prior notice to the Financial Advisor of any anticipated audit under this Section.

- 12. **INSURANCE.** The Financial Advisor shall procure and maintain at its own expense, for the entire term of the Agreement, insurance for liability for damages imposed by law, in accordance with Section V of the RFP.

NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY THE FINANCIAL ADVISOR ARE SPECIFIED HEREIN, THE LIABILITY OF THE FINANCIAL ADVISOR SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE AUTHORITY FROM TAKING ANY ACTION AVAILABLE TO IT UNDER THE PROVISIONS OF THE AGREEMENT OR OTHERWISE IN LAW OR EQUITY.

- 13. **INDEMNIFICATION.** The Financial Advisor agrees to defend, indemnify and save harmless the Authority, its officers, employees, and agents and each and every one of them against and from all liabilities, judgments, threatened, pending or completed actions, suits, demands for damages or costs of every kind and description actually and reasonably incurred (including attorneys' fees and costs and court costs) (collectively "Liabilities") including, without implied limitations, Liabilities for damage to property or Liabilities for injury or death of the officers, agents and employees of either the Financial Advisor or the Authority), resulting from any act or omission or willful misconduct of the Financial Advisor or any of its officers, agents, sub-consultants, or employees in any manner related to the subject matter of this Agreement. In the event that the Financial Advisor fails to defend, indemnify and save harmless the Authority, its officers, employees, and agents and each and every one of them in accordance with this Section, any money due to the Financial Advisor under and by virtue of the Agreement as shall be considered necessary by the Authority may be retained by the Authority and held until any and all Liabilities shall have been settled and suitable evidence to that effect furnished to the Authority. The obligations in this Section shall survive the termination, expiration or rescission of the Agreement.

- 14. **EEO/AFFIRMATIVE ACTION.** The Financial Advisor agrees that:

- 1. It does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Division on Civil Rights of the New Jersey Department of Law and Public Safety; and that it does not discriminate against any person or persons on the basis of race, religion, color, national origin, nationality, ancestry, sex, marital status, domestic partnership status, familiar status and affectional or sexual orientation;

2. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
3. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
4. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
5. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

In addition, the Financial Advisor agrees to complete the appropriate forms attached as follows:

- (a) Mandatory Affirmative Action Language; and
- (b) State of New Jersey Affirmative Action Employee Information Report ("Form AA302")

However, if the Financial Advisor maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in lieu of the Form AA-302.

15. **DIVISION OF REVENUE REGISTRATION.** Pursuant to the terms of *N.J.S.A. 52:32-44*, the Financial Advisor is required to provide to the Authority proof of valid business registration with the Division of Revenue in the Department of the Treasury, prior to entering into an agreement with the Authority. No agreement shall be entered into by the Authority unless the Financial Advisor first provides proof of valid business registration. The Financial Advisor is required to receive from any subconsultant it uses for

goods and services under the Agreement, proof of valid business registration with the Division of Revenue. No sub-consultant agreement shall be entered into on account of any agreement with the Authority unless the sub-consultant first provides proof of valid business registration.

16. CONFIDENTIALITY.

(a) Each party agrees that all information and materials shared under the terms of the Agreement are privileged and shall be held in strict confidence by the receiving party and shall only be used in connection with the purposes of the Agreement to conduct such other activities as are necessary and proper to carry out the purposes of the Agreement. Each party shall take all necessary and appropriate measures to ensure that any person who is granted access to any shared information or materials or who participates in work on common projects or who otherwise assists any counsel or technical consultant in connection with the performance of the Agreement complies with the terms of the Agreement. Each party shall protect from disclosure all information and materials shared by the parties and their respective counsel, or with technical consultants, to the fullest extent permitted by law.

(b) Upon the termination or expiration of the Agreement, to the extent reasonably practicable, confidential materials shall be returned to the disclosing party, including all copies thereof. Following termination, each party shall remain obligated to preserve the confidentiality of all confidential information received or disclosed pursuant to the Agreement.

(c) In the event information or materials disclosed under the Agreement are sought by a third party by way of subpoena, request pursuant to the Open Public Records Act, *N.J.S.A. 10:4-6 et seq.*, or by any other manner, the party receiving the request will promptly notify the other party to enable it to respond to such request and each party shall take all necessary and appropriate steps to invoke any applicable privileges to prevent disclosure, and the Financial Advisor shall have primary responsibility to defend any attempt by a third party to obtain from the Authority any information which the Financial Advisor considers to be confidential.

17. NEWS RELEASES. No news releases pertaining to the Services shall be made without the Authority's prior approval which shall not be unreasonably withheld, conditioned or delayed.

18. NOTICES. Any notices to the Parties pursuant to the terms of the Agreement shall be in writing and addressed to:

As to [Financial Advisor]:

As to East Windsor Municipal Utilities Authority: Richard Brand, Executive Director
East Windsor Municipal Utilities Authority
7 Wiltshire Drive
East Windsor Township, New Jersey 08520

19. **PERSONAL LIABILITY.** In carrying out the provisions of the Agreement, or in exercising any power or authority granted it by its position, the Financial Advisor agrees that neither the members of the Authority nor any officer, agent or employee of the Authority shall be personally charged by the Financial Advisor with any liability.
20. **APPLICABLE LAWS.** The Financial Advisor shall perform the Services in compliance with all applicable Federal, state, and local laws, ordinances, rules, regulations and orders.
21. **GOVERNING LAW.** The terms of the Agreement shall be governed by and construed under the laws of the State of New Jersey. Any action brought by either party involving any dispute related to the Agreement shall be brought only in the Superior Court of the State of New Jersey.
22. **INDEPENDENT CONSULTANT.** Neither party shall be considered nor hold itself out as an agent of the other, it being acknowledged that neither party has the authority to bind the other. The Financial Advisor shall perform the Services as an independent contractor.
23. **ASSIGNMENT.** The Agreement, or any part thereof, shall not be assigned by the Financial Advisor, without the specific prior written permission of the Authority. Any attempted assignment without such prior permission shall be null and void.
24. **FOREIGN CORPORATION.** The Financial Advisor agrees that, if applicable, it shall register as a "Foreign Corporation" with the Office of the Secretary of New Jersey, designating a resident agent for the service of process and shall provide written proof of such registration prior to the Authority's execution of the Agreement (*N.J.S.A.* 14A:13-3).
25. **INTEGRATION.** The Agreement, together with Exhibits A and B, constitutes the entire agreement between the parties and supersedes all provisions, agreements, promises, representations, whether written or oral, between the parties with respect to the subject matter herein.

Should any ambiguity or conflict exist among the Agreement, Exhibit A (the RFP) and Exhibit B (the Proposal) in the interpretation, scope or content of any term or condition, the

language in the body of each of these documents shall supersede one another and control according to the following hierarchy:

- (a) Agreement;
- (b) RFP (Exhibit A)
- (c) Proposal (Exhibit B);

F26. PARTIES BOUND. The Agreement shall be binding upon the Financial Advisor and the Authority, its respective successors and assigns.

- 27. **SEVERABILITY.** If any provision of the Agreement shall be declared invalid or illegal for any reason whatsoever, then, notwithstanding such invalidity or illegality, the remaining terms and provisions of the Agreement shall remain in full force and effect in the same manner as if the invalid or illegal provision did not exist herein.
- 28. **CODE OF ETHICS.** The Financial Advisor is advised that the Authority has promulgated a Code of Ethics pursuant to the laws of the State of New Jersey, a copy of which has been previously provided. By entering into the Agreement, the Financial Advisor agrees to be subject to the intent and purpose of said code and to the requirements of the State Ethics Commission.
- 29. **PROFESSIONAL SERVICES AGREEMENT.** The Agreement is an agreement for Professional Services within the meaning of the Statutes and Laws of the State of New Jersey.
- 30. **SECTION HEADINGS.** The Section headings herein contained have been inserted only as a matter of convenience or reference and in no way define, limit or describe the scope or intent of any terms or provisions of the Agreement.
- 31. **AMENDMENT.** This Agreement may be amended only by a written document signed by duly authorized representatives of each of the parties hereto.
- 32. **WAIVER.** Should either of the parties hereto fail to exercise or enforce any provision of this Agreement, or waive any right in respect thereto, such failure or waiver shall not be construed as constituting a waiver or a continuing waiver of its right to enforce any other provision or right.
- 33. **CONSTRUCTION.** Words used herein, regardless of the number and gender used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine or neuter, as the context requires, and, as used herein, unless the context requires otherwise, the words "hereof", "herein", and "hereunder" and words of similar import shall refer to this Agreement as a whole and not to any particular provisions hereof. "Including", as used herein, means including without limitation.

IN WITNESS THEREOF, the parties have caused their duly authorized representatives to execute the Agreement and to affix their respective corporate seals on the day and year first above written.

ATTEST:

**EAST WINDSOR MUNICIPAL
UTILITIES AUTHORITY**

Marc Platizky
Secretary to the Authority

[Corporate Seal]

By: _____
Linda Moore
Chairperson to the Authority

ATTEST:

NAME OF FINANCIAL ADVISOR

[Name]
[Title]
[Corporate Seal]

By: _____
[Name]
[Title]