

**JIM WHELAN BOARDWALK HALL  
and  
ATLANTIC CITY CONVENTION CENTER**

**REQUEST FOR BIDS**

**Event Security – Crowd Management  
Jim Whelan Boardwalk Hall and Atlantic City Convention Center**

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AND ATLANTIC CITY CONVENTION CENTER  
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TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ANNOUNCEMENT.....	3
INTRODUCTION .....	4
CRITICAL DATES .....	4
PROPOSAL DOCUMENTS .....	4
PROCEDURES.....	5 - 7
CONSIDERATION OF RESPONSES.....	8
FORM OF AGREEMENT .....	9 - 10
SCOPE OF WORK.....	10 - 13
ATTACHMENT A .....	14 - 15
QUOTATION SHEET.....	16

## **ANNOUNCEMENT**

### **Request for Bids**

Notice is hereby given that the operator of Jim Whelan Boardwalk Hall and Atlantic City Convention Center, **GLOBAL SPECTRUM, L.P.**, a Delaware limited partnership, as agent on behalf of The Casino Reinvestment Development Authority as agent for the New Jersey Sports and Exhibition Authority (hereinafter "SPECTRA") is seeking proposals from qualified respondents for Event Security and Crowd Management Services.

All comments and questions concerning the Request for Bids and the corresponding procedures and requirements must be addressed in writing, via facsimile, email or mail, to the following:

[jason.resetar@spectrap.com](mailto:jason.resetar@spectrap.com)

Atlantic City Convention Center  
1 Convention Blvd.  
Atlantic City, NJ 08401  
Attn: Assistant General Manager – Jason Resetar  
Fax (609) 449-2090

One complete set of Bid Documents may be obtained by interested parties at no cost from the above address. Additional copies may be obtained for the cost of \$10.00 for reproduction, shipping and handling.

A mandatory Pre-Bid Conference will be held Thursday July 15, 2021 at 1:00 P.M. at the Atlantic City Convention Center.

Sealed Responses will be received by Thursday August 5, 2021 until 2:00 P.M. local time at Atlantic City Convention Center. SPECTRA reserves the right to reject responses if not submitted by the time, date, and at the place designated in the RFB. Any and all responses may be rejected if deemed in SPECTRA's best interest.

**ARTICLE 1**  
**INTRODUCTION**

- 1.1 PROJECT DESCRIPTION/LOCATION C- Attachment A
- 1.2 SCOPE OF SERVICES – C-Attachment A

**ARTICLE 2**  
**CRITICAL DATES**

- 2.1 The following are the critical dates and times:

Respondents Notification	July 8, 2021
Mandatory Pre-Bid Conference	July 15, 2021 1:00 P.M.
Response Due Date	August 5, 2021 by 2:00 P.M.
Projected Contract Commencement	September 1, 2021
Questions and Response Period	July 8 – July 22, 2021

- 2.2 **MANDATORY PRE-BID CONFERENCE**

- 2.2.1 A mandatory Pre-Bid Conference will be held on Thursday July 15, 2021 at 1:00 P.M. at the Atlantic City Convention Center in the Executive Board Room in the Administration Office.
- 2.2.2 A site tour will be conducted immediately after the conclusion of the Pre-Bid Conference. This site tour will be the only opportunity respondents will have to inspect the conditions at each of the facilities prior to submitting a bid.

**ARTICLE 3**  
**PROPOSAL DOCUMENTS**

- 3.1 **COPIES**

- 3.1.1 One complete RFB may be obtained by interested parties, at no cost, from the issuing office designated in the Advertisement.
- 3.1.2 Additional copies of the RFB may be secured at a cost of \$10.00 to the Respondent upon request and payment to the issuing office designated in the Advertisement.
- 3.1.3 In making copies of the RFB available on the above terms, Jim Whelan Boardwalk Hall and Atlantic City Convention Center and SPECTRA do so only for the purpose of obtaining Responses on the Work and do not confer a license or grant permission of any other use of the RFB.

**ARTICLE 4**  
**PROCEDURES**

**4.1 FORM AND STYLE OF RESPONSES**

**4.1.1 Responses must include the following:**

- .1** Company History/Qualification. Must submit evidence that they are currently, or have in the past, conducted security and crowd management services contracting for Events at comparable facilities including date(s), locations(s), and level of yearly gross man hours for past three (3) years.
- .2** Contractor shall provide an outline of their intended methods of staffing. Outline to include training, method for replacing staff, which has failed to show last minute and process for ramping up service numbers when major events are taking place at both venues simultaneously
- .3** Contractor to provide a separate rate schedule for the first three years of operation and any escalation, if any, in said rate for the initial three years
- .4** References. Provide five (5) references stating name, title, company, address and telephone number and total value of services performed for each reference.

**4.1.2 All Responses shall be typewritten without erasures or deletions.**

**4.1.3 Each copy of the Response shall include the legal name of the Respondent and a statement identifying the Respondent as a sole proprietor, partnership, corporation or other legal entity as appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Respondent to a contract. A Response by a corporation shall further give the state or incorporation and whether the Respondent is qualified to do business in New Jersey as a foreign corporation. A response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Respondent.**

**4.2 PROPOSED TERMS OF THE BID**

**4.2.1 All costs must be identified on the Quotation Sheet. If there are portions of the Work the Respondent cannot price provide fee schedules with an "estimated cost of service". Jim Whelan Boardwalk Hall and Atlantic City Convention Center reserve the right to reject any Response that is incomplete or is not submitted on the forms provided.**

**4.3 SUBMISSION OF RESPONSES**

**4.3.1 Submit three (3) properly executed Responses with any other documents required to be submitted in a 9" x 12" sealed opaque envelope. The envelope shall be identified with the Respondent name and address, type of Response (i.e. Event Security - Crowd Management) and the proposal due date to the following address:**

Atlantic City Convention Center  
1 Convention Blvd.  
Atlantic City, NJ 08401  
Attention: Assistant General Manager – Jason Resetar

**4.3.2 SEALED RESPONSES shall be submitted no later than 2:00 p.m., EST. on August 5, 2021. Immediately thereafter, responses will be opened and acknowledged. Responses received after that time and date will be rejected. The Respondent shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**

**4.3.3** Submission of a Response signifies careful examination of the RFB and complete understanding of the nature, extent and location of the Work to be performed.

#### **4.5 MODIFICATION OR WITHDRAWAL OF RESPONSE**

**4.5.1** A Response may not be modified, withdrawn or canceled by the Respondent during the time period following the date designated for the opening of the Responses, and each Respondent so agrees in submitting a Response.

**4.5.2** Prior to the time and date designated for receipt of Responses, a Response submitted might be modified or withdrawn by notice to the party receiving Responses at the place designated for receipt of Responses. Such notice shall be in writing over the signature of the Respondent. Change shall be so worded as not to reveal the amount of the original Response.

**4.5.3** Withdrawn Response may be resubmitted up to the date and time designated for the receipt of Responses provided that they are then fully in conformance with these Instructions to Respondents.

#### **4.6 DUE DILIGENCE**

**4.6.1** Prior to submitting a Proposal, each Respondent shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Respondent for the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

#### **4.7 CONDITIONS AND LIMITATIONS**

**4.7.1** The Bids and any information made a part of the Bids will become part of Jim Whelan Boardwalk Hall and Atlantic City Convention Center official files without any obligation on Jim Whelan Boardwalk Hall and Atlantic City Convention Center's part to return them to the individual Respondent(s).

- 4.7.2** This RFB and the selected Respondent(s) Proposal may, by reference, become part of any formal Contract between Jim Whelan Boardwalk Hall and Atlantic City Convention Center and Respondent resulting from this solicitation.
- 4.7.3** Respondent(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Jim Whelan Boardwalk Hall and Atlantic City Convention Center or the State of New Jersey for the purpose of influencing consideration of a bid.
- 4.7.4** All comments and questions (requests for information) concerning this Request for Bid and the corresponding procedures and requirements must be addresses in writing, via facsimile, email or mail, to the following:

jason.resetar@spectrap.com  
Atlantic City Convention Center  
1 Convention Blvd.  
Atlantic City, NJ 08401  
Attn: Assistant General Manager – Jason Resetar  
Fax (609) 449-2090

SPECTRA will respond to all comments and questions in writing within five (5) days of the request being submitted. All requests for information must be received by SPECTRA between July 8 and July 22, 2021 in order to receive consideration. SPECTRA will not be responsible for comments and/or answers received in any manner other than as described above.

- 4.7.5** Any contact violation of the above instructions shall be grounds for disqualification and/or rejection of a Response, and in the case of a subcontractor, the preclusion of that subcontractor providing services for the Project. Each Respondent is responsible for notifying its prospective subcontractors of these instructions.

**ARTICLE 5**  
**CONSIDERATION OF RESPONSES**

**5.1 OPENING OF RESPONSES**

- 5.1.1** The properly identified Responses received on time will be opened and acknowledged.
- 5.1.2** To be considered for the award, a Respondent must be experienced and regularly in the business of providing the Scope of Services required by this RFB, and must have a business phone and be available for consultation.

**5.2 REJECTION OF RESPONSES.**

- 5.2.1** SPECTRA shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFB, or reject a Response, which is in any way incomplete or irregular.

**5.3 ACCEPTANCE OF A RESPONSE**

- 5.3.1** It is the intent of SPECTRA to award a contract to the qualified and responsive Respondent submitting the response which is in the best interest of Jim Whelan Boardwalk Hall and Atlantic City Convention Center, provided the Response has been submitted in accordance with the requirements of the RFB. SPECTRA shall have the right to accept the Response which in its judgment, is in its own best interests.
- 5.3.2** Following the evaluation of written bids, Respondent(s) may be requested to offer oral presentation to SPECTRA. Failure to comply with such a request will disqualify Respondent from consideration.

**5.4 TIME OF AWARD**

- 5.4.1** Responses will be irrevocable after the date of opening. It is the intent of SPECTRA to enter into contract negotiations with the Vendor under consideration for the provision of Services herein described of the highest quality obtainable for the most reasonable price.
- 5.4.2** This RFB does not commit SPECTRA to the awarding of a Contract.
- 5.4.3** SPECTRA will not be liable for any costs incurred in the preparation and presentation or the Responses.



**ARTICLE 6**  
**FORM OF AGREEMENT BETWEEN SPECTRA AND RESPONDENT**

- 6.1** The successful Respondent may be required to enter into a written contract with SPECTRA. For informational purposes, several of the pertinent matters of the Agreement have been included below:
- a) The Response of the awarded Contractor, along with any addenda or amendments thereof, shall be incorporated into the Agreement.
  - b) SPECTRA shall have the right to terminate this Agreement or any part of this Agreement, at any time upon thirty- (30) day's written notice.
  - c) Corporate Authority: All New Jersey corporations must obtain a Certificate of Incorporation and a Certificate of Good Standing from the Office of the Secretary of State prior to conducting business in the State of New Jersey. If a firm is incorporated in a State other than New Jersey, the firm must obtain a Certificate of Authority to do business from the Office of the Secretary of State prior to receipt of final contract award or utilization as a subcontractor.
  - d) Subcontracting: The Responses must contain a list of all firms which will participate in this project as a result of this Agreement as described in Section 4.1. Although Respondents need not have a formal contract with proposed subcontractors at the time the Response is submitted, the Respondent may not change the composition of the team without written authorization of the SPECTRA. Additionally, SPECTRA reserves the right of approval of all proposed subcontractors. Significant changes in the composition of the Project Team may constitute grounds for voiding the selection and commencing negotiations with the next highest ranked firm.

**6.2 EVALUATION CRITERIA**

- 6.2.1** The successful Respondent shall be determined by the following criteria:
- .1 Respondents must demonstrate the ability to provide the Work specified by furnishing information regarding its expertise, experience, financial soundness and integrity.
  - .2 Respondents and personnel must demonstrate an understanding of the Work required and be able to dedicate sufficient time to be able to complete the Work required.
  - .3 Respondents must demonstrate that Jobs of similar scope and/or magnitude have been successfully maintained.
  - .4 The financial terms shall not be the sole criteria of the selection, but shall give significant weight in determining which Response is the most beneficial to Jim Whelan Boardwalk Hall and Atlantic City Convention Center.

- 6.2.2** Jim Whelan Boardwalk Hall and Atlantic City Convention Center reserve the right to award or not award the contract on the basis of the initial response.

**ARTICLE 7**  
**SCOPE OF WORK**

- 7.1** Respondent's services shall include, but not be limited to the following:

- .1 Provide services as identified on Attachment A.

**7.2 SECURITY SERVICES**

- 7.2.1** The Vendor shall take all precautions necessary and shall bear sole responsibility for the safety of the Work and the safety and adequacy of the methods and means it employs in performing the Work. Vendor, while on venue grounds must also observe any safety and security requirements that may be imposed by Jim Whelan Boardwalk Hall and Atlantic City Convention Center.

**7.3 BONDING**

- 7.3.1** Vendor will not be required to execute a Performance and Payment Bond.

**7.4 INSURANCE**

- 7.4.1** The successful Contractor will be required to obtain and maintain in force at all times during the term of the agreement as a direct cost of operation, insurance coverage as directed by SPECTRA. Such coverage will be obtained from an insurance company authorized and licensed to do business in the State of New Jersey and rated not less than A- by the most current Best's Manual. Furthermore, said insurance company or companies must be approved by SPECTRA. It is anticipated that such coverage shall include the following:

**7.4.2**

- a) Comprehensive General Liability Coverage in the amount of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. This coverage must be written on an occurrence form, claims made policies will be unacceptable to Jim Whelan Boardwalk Hall and Atlantic City Convention Center. This Comprehensive General Liability insurance shall cover the Contractor, Casino Reinvestment Development Authority and all departments, boards or committees established by it or under its control, Global Spectrum, L.P., Meet AC, Atlantic City Sports Commission and Ovations Food Services, L.P., and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees of the foregoing (collectively, the "Indemnitees") from and against any claim arising out of personal injury of Contractor or the Contractor's failure to comply with the terms of this Contract. Such policy or policies of insurance shall include coverage

for claims of any persons as a result of an incident directly or indirectly related to the employment of such persons by a Proposer or by any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products, completed operations, and independent contractors.

- b) Workers' Compensation Coverage as statutorily required by the State of New Jersey for all employees of Contractor. Employers' Liability coverage on the Workers Compensation policy shall be written in compliance with law.
- c) Excess Liability Coverage, in the amount of \$2,000,000.00 shall be in the form of an Umbrella policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess of the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile Liability policy.
- d) Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00, shall be maintained. Such coverage will include all owned, non-owned, leased and/or hired motor vehicles, which may be used by Contractor in connection with the services, required under the Contract.

**7.4.3** All such insurance coverage, with the exception of Workers' Compensation, shall name Casino Reinvestment Development Authority and all departments, boards or committees established by it or under its control, Global Spectrum, L.P., Meet AC, Atlantic City Sports Commission and Ovations Food Services, L.P., and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees of the foregoing (collectively, the "Indemnites") as additional insured thereunder.

**7.4.4** Evidence of such coverage being in place will be promptly delivered to SPECTRA prior to the commencement of the term of this proposal. All such coverage shall be endorsed to indicate that coverage will not be materially changed or canceled without at least 30 days prior notice to SPECTRA, such prior notice being mandatory and not the best efforts of the carrier to notify. Prior to the expiration of the required coverage, Proposer will provide SPECTRA with evidence of the renewal of all coverage required on at least the same terms and conditions as originally required for this agreement.

## **7.5 INDEMNIFICATION**

**7.5.1** Indemnification: Additional Insured for liability coverage, except for premium payment obligations, shall include Casino Reinvestment Development Authority and all departments, boards or committees established by it or under its control, Global Spectrum, L.P., Meet AC, Atlantic City Sports Commission and Ovations Food Services, L.P., and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees of the foregoing (collectively, the "Indemnites"). This insurance is primary to any other valid or collectable insurance or self-insurance whether or not such other insurance or self-insurance is primary, contributory or excess. This insurance shall apply to each additional insured for occurrences taking place during the term of the license in all

areas of the Atlantic City Convention Center and Jim Whelan Boardwalk Hall in which any activities connected with the license between parties take place.

## **7.6 LABOR**

**7.6.1** Contractor shall provide, at its own expense, qualified labor, appropriately registered and or licensed by the State of New Jersey.

**7.6.2** Employees shall be appropriately and uniformly dressed and neat and clean in appearance. All employees must display identification prominently while at the facilities premises. Uniforms are subject to the approval of SPECTRA and may vary between facilities.

**7.6.3** The facilities have the right of approval of any and all Respondent's employees.

**7.6.4** Respondent may be responsible for the negotiations, execution, and administration of any collective bargaining agreement with a labor union having jurisdiction over the work.

**7.6.5** All employees of the Contractor that will work in either facility will be required to attend a SPECTRA sanctioned customer service training program at least once a year. SPECTRA will provide the training program and materials at its expense. Contractor to pay any staffing costs associated with the training.

**7.6.6** Respondent shall provide, at its own expense, qualified labor, appropriately registered and or licensed by the State of New Jersey. Respondent, at SPECTRA's request, will remove or replace any employee at our discretion.

## **7.7 LICENSES AND LAWS**

**7.7.1** Contractor shall be required to provide evidence/documentation at the time of award, that they are licensed in the State of New Jersey to provide Crowd Management Services. In addition the Contractor must maintain any permits and licenses required by law at its own expense.

**7.7.2** Contractor shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations and shall indemnify, save and hold harmless, Casino Reinvestment Development Authority and all departments, boards or committees established by it or under its control, Global Spectrum, L.P., Meet AC, Atlantic City Sports Commission and Ovations Food Services, L.P., and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees of the foregoing (collectively, the "Indemnitees") against any and all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by Contractor, or its agents, employees, suppliers, or subcontractors.

## **7.8 EQUIPMENT**

**7.8.1** Contractor shall have all necessary on-site equipment for providing said services (i.e. radios, flashlights, etc.).

**7.8.2** Contractor must supply multiple channel UHF radios that can pick up the in-house radio channels for optimal communication.

**7.8.3** All equipment on this inventory is to be in reasonable condition for use in the facilities.

**7.8.3** Contractor shall be solely responsible for the repair and maintenance of its Equipment.

## **7.9 ACCOUNTING**

**7.9.1** Respondent shall keep books of accounts and records of all transactions in accordance with standard and established accounting and bookkeeping procedures for each facility. Respondent shall make available to the facility during regular business hours any books, records, documents and inventory reports, with the exception of financial statements, relating to the Respondent for review upon request.

**7.9.2** Respondent must supply on the day of each event, an estimated invoice showing all employees, posts and number of hours, within 48 hours of said event, an accurate invoice indicating the number of hours worked by Respondent's employees. In addition, employee time cards or sign in sheets must accompany the invoice indicating post assignments of each employee.

## **ATTACHMENT A**

## **1.1 Description of Location of Services**

The Atlantic City Convention Center has 486,000 square feet of continuous exhibit space. The exhibit hall is divisible into five separate halls, ranging in size from 29,400 square feet to 199,500 square feet.

The Center's 45 meeting rooms on the third and fourth level of the Center surround the expansive atrium lobby and total 109,100 square feet. Room dimensions range from 11,800 square feet to 672 square feet. The room's amenities include soundproof panels, assisted lighting systems and voice, video and data communications.

The Center's ample pre-function space, more than 32,000 square feet, is well suited to registration, retail or dining needs. The building is served by 29 covered loading docks, four drive in roll-up doors, mechanical levelators and 1400 indoor parking spaces. The Center is connected to the Atlantic City Rail Terminal that runs the Atlantic City line from Philadelphia to Atlantic City. A pedestrian bridge links the Center to the adjoining Sheraton Hotel. Located within a few hours' drive of nearly one-third of the nation's population and 20 percent of the country's business addresses, the Center is easily accessible for convention, tradeshow and meeting attendees.

Jim Whelan Boardwalk Hall, located on the boardwalk between Mississippi and Georgia Ave. is a major icon for Atlantic City. The Hall has a maximum capacity of approximately 14,000 in the arena and ballroom which seats up to 3,500.

Jim Whelan Boardwalk Hall hosts a wide range of events from concerts to family shows like Sesame Street, to sporting events and other entertainment.

The facilities have established as their primary goal the highest level of service to their customers and clients. All operating entities in each facility must adhere to the following objectives:

- a) Offer services according to the highest industry standards and in the best interest of each facility, the community and the State of New Jersey
- b) Operate in a manner consistent with the public interest, providing each facility with full accountability for, and accurate records of all transactions conducted within each venue.
- c) Provide the highest level of safety, service and cooperation to clients and attendees of the facilities.
- d) Hold an maintain in good standing all required applicable local, state and federal licenses and permits for the services required herein. Failure to maintain said licenses and permits may be cause for termination of contract.

The Convention Center and Jim Whelan Boardwalk Hall are owned by the New Jersey Sports and Exposition Authority with oversight by the Casino Reinvestment Development Authority (CRDA) and managed by SPECTRA.

SPECTRA operates the facilities on behalf of its clients the CRDA.

## **1.2 Scope of Services**

Respondent shall be responsible for providing event security and crowd management services at the facilities. Examples of work shall include, but not be limited to;

- a. Ushering, ticket taking and other admissions control monitoring.
- b. Greeter, coat check attendant and direction and information provider.
- c. Crowd monitoring and other typical watchmen type services.
- d. Backstage, barricade, and overnight security.

## **1.3 Use of Facilities**

Each facility will make the best efforts to provide space for the conducting of Contractor business within the facilities. The facilities will further insure that the Contractor has adequate lighting, environmental control and access to sanitary facilities as appropriate at no additional charge. Contractor will be prohibited from the utilization of said space for business other than that directly related to that of the facility. The facilities shall not be responsible for damage to any equipment or material stored within the respective venue.

## **1.4 Length of Contract**

The Contract under which these privileges shall be granted will be for term of three (3) years. At the conclusion of this three (3) year term, the facilities shall retain the option to renew Contract for not more than two (2) additional terms of one (1) year in length under the provisions agreed to herein. The facilities, in whole or part, shall reserve the right to terminate this Contract, with or without cause, on thirty (30) days written notice, without penalty.

## **1.5 Rates**

The facilities reserve the right to review rates charges by the contractor at each facility on an annual basis as part of the contract renewal process.

## **1.6 Other Investment**

Upfront capital/sponsorship/other investment by RESPONDENT, if any. Upfront capital/sponsorship/other investment is encouraged, though not required.

## **QUOTATION SHEET**

**MUST INCLUDE ALL CHARGES TO BE ASSESSED**

**PROJECT:**                      **Event Security**

**LOCATION:** Jim Whelan Boardwalk Hall and Atlantic City Convention Center

**RESPONDENT:** \_\_\_\_\_

**DATE DUE:** Thursday August 5, 2021 by 2:00 P.M.

**INSTRUCTIONS AND CONDITIONS:**

Price includes all labor, equipment and disposable items that would be utilized as the service provider for Security Services.

<b>Year One</b>	<b>Standard Time</b>	<b>Over-Time</b>
Event Guard	\$ ____/hour	\$ ____/hour
Event Security Supervisor	\$ ____/hour	\$ ____/hour
Event Manager	\$ ____/hour	\$ ____/hour

<b>Year Two</b>	<b>Standard Time</b>	<b>Over-Time</b>
Event Guard	\$ ____/hour	\$ ____/hour
Event Security Supervisor	\$ ____/hour	\$ ____/hour
Event Manager	\$ ____/hour	\$ ____/hour

<b>Year Three</b>	<b>Standard Time</b>	<b>Over-Time</b>
Event Guard	\$ ____/hour	\$ ____/hour
Event Security Supervisor	\$ ____/hour	\$ ____/hour
Event Manager	\$ ____/hour	\$ ____/hour

THE PRICES INDICATED SHALL BE THE ACTUAL PRICE TO JIM WHELAN BOARDWALK HALL AND ATLANTIC CITY CONVENTION CENTER AND SHALL REMAIN CONSTANT AND SHALL NOT BE EFFECTED BY OUTSIDE INFLUENCES. BY SUBMITTING A RESPONSE VENDOR AGREES TO THIS.

**READ ALL INSTRUCTIONS AND CONDITIONS BEFORE QUOTING.**

**COMPANY** \_\_\_\_\_

**COMPANY REP** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**ATTACHMENT C -  
BID FORMS**



**JIM Whelan Boardwalk Hall / Atlantic City Convention Center**

**CHECKLIST**

<b>Required by owner</b>	<b>Submission Requirement</b>	<b>Initial each required entry and if required submit the item</b>
	Addenda Receipt	
	Non-Collusion Affidavit	
	Equipment Certification	
	New Jersey Business Registration Certificate	
	Bid Proposal Form	
	References	
	Public Law 2005 Chapter 271, formerly Executive Order 134 & 117	

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

Acknowledge Receipt

(initial)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No Addendum were received**

Acknowledge for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

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

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

**Registering A Business with the New Jersey Department of the Treasury**

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as

needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

**To register:** Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm). Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at [www.nj.gov/treasury/revenue/revprnt.htm](http://www.nj.gov/treasury/revenue/revprnt.htm).
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit [www.nj.gov/treasury/revenue/filecerts.htm](http://www.nj.gov/treasury/revenue/filecerts.htm), or call 609-292-9292.

**Registering as an individual:** There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) may be on the back of this form. If not, it can be downloaded from the web at [www.nj.gov/treasury/revenue/pdfforms/reg\\_a.pdf](http://www.nj.gov/treasury/revenue/pdfforms/reg_a.pdf). To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Questions about the registration process?** Call 609-292-1730 or submit by e-mail at [www.nj.gov/treasury/revenue/revcontact.html](http://www.nj.gov/treasury/revenue/revcontact.html).

**How do I receive the proof of registration certificate?**

- New registrants. When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- Previously Registered Businesses. Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebbling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number), Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

**A copy of the company’s N.J. Business Registration Certificate (BRC) must be submitted with the bid.**

Sample of a Valid State of New Jersey Business Registration Certificate

STATE OF NEW JERSEY	
BUSINESS REGISTRATION CERTIFICATE	
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS	

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

TAXPAYER NAME: ATLANTIC CITY CONVENTION CENTER AUTHORITY  
TRADE NAME: ATLANTIC CITY CONVENTION & VISITORS  
TAXPAYER IDENTIFICATION#: 000-000-000/000  
SEQUENCE NUMBER: 0000000  
ADDRESS: 2314 BOARDWALK  
ATLANTIC CITY NJ 08401  
ISSUANCE DATE: 02/19/04  
EFFECTIVE DATE: 07/01/66  
FORM-BRC(08-01)

*J.P. Tully*  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**Non-Collusion Affidavit**

**ATTENTION: THIS FORM MUST BE NOTARIZED  
COMPLETE, SIGN, NOTARIZE AND RETURN THIS FORM WITH YOUR BID PROPOSAL. FAILURE  
TO DO SO WILL ELIMINATE YOUR PROPOSAL FROM CONSIDERATION.**

STATE OF NEW JERSEY:

:SS

COUNTY OF:

I, \_\_\_\_\_ of \_\_\_\_\_ in the

County of \_\_\_\_\_ and the State of \_\_\_\_\_

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

I am, \_\_\_\_\_ of the Firm of \_\_\_\_\_,  
(INSERT TITLE) (INSERT NAME OF FIRM)

The Bidder making the Proposal for the herein project, and that I executed the said Proposal with full authority to do so, that said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Atlantic City Convention Center Authority, New Jersey Sports & Exposition Authority, CRDA and Global Spectrum, ., rely upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I warrant that no requirement or commitment was made in reference to any political contribution to any party, person, or elected official and that no undisclosed benefits of any kind were promised to anyone connected with Atlantic City Convention Center Authority, New Jersey Sports & Exposition Authority, CRDA, Global Spectrum ., or any political party in reference hereto.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Bidder. I further warrant and represent that I have never admitted, acknowledged or been convicted of payment of kickbacks or unlawful gifts to any government official or employee for which conduct the State of New Jersey deems me disqualified from doing business with the Atlantic City Convention Center Authority under such circumstances.

I also understand that the above disqualification does not apply to any vendor who cooperates with the prosecution and give supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

\_\_\_\_\_  
Signature of Affiant (Bidder)

\_\_\_\_\_  
Print or Type Name of Affiant (Bidder)

Sworn to and subscribed before me \_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
NOTARY SEAL My Commission expires \_\_\_\_\_

**EQUIPMENT CERTIFICATION**

Then undersigned Bidder certifies as follows:

The bidder owns or controls all the necessary equipment required to accomplish the work described in the specifications

List of equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name of above: \_\_\_\_\_  
(Print)

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

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



**State of New Jersey**  
**Division of Purchase and Property**  
**Two-Year Chapter 51 / Executive Order 117 Vendor Certification and**  
**Disclosure of Political Contributions**

For AGENCY USE ONLY	
<b>General Information</b>	
Solicitation, RFP or Contract No. _____	Award Amount _____
Description of Services _____	
<b>Agency Contact Information</b>	
Agency _____	Contact Person _____
Phone Number _____	Agency Email _____

**Part 1: Vendor Information**

Full Legal Business Name \_\_\_\_\_  
 (Including trade name if applicable)

**Business Type**     Corporation     Limited Partnership     Professional Corporation     General Partnership  
 Limited Liability Company     Sole Proprietorship     Limited Liability Partnership

Address 1 \_\_\_\_\_    Address 2 \_\_\_\_\_  
 City \_\_\_\_\_    State \_\_\_\_\_    Zip \_\_\_\_\_    Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_    Vendor FEIN \_\_\_\_\_

**Part 2: Public Law 2005, Chapter 51/ Executive Order 117 (2008) Certification**

I hereby certify as follows:

1. On or after October 15, 2004, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order 117 (2008) has solicited or made any contribution of money, pledge of contribution, including in-kind contributions, company or organization contributions, as set forth below that would bar the award of a contract to the vendor, pursuant to the terms of Executive Order 117 (2008).
  - a) **Within the preceding 18 months**, the below-named person or organization has not made a contribution to:
    - (i) Any candidate committee and/or election fund of any candidate for or holder of the public office of Governor or **Lieutenant Governor**;
    - (ii) Any State, county, **municipal** political party committee; OR
    - (iii) Any **legislative leadership committee**.
  - b) **During the term of office of the current Governor(s)**, the below-named person or organization has not made a contribution to
    - (i) Any candidate, committee and/or election fund of the Governor or **Lieutenant Governor**; OR
    - (ii) Any State, county or **municipal** political party committee nominating such Governor in the election preceding the commencement of said Governor's term.
  - c) **Within the 18 months immediately prior to the first day of the term of office of the Governor(s)**, the below-named person or organization has not made a contribution to
    - (i) Any candidate, committee and/or election fund of the Governor or **Lieutenant Governor**; OR Any State, county, **municipal** political party committee of the political party nominating the successful gubernatorial candidate(s) in the last gubernatorial election.

**PLEASE NOTE: Prior to November 15, 2008**, the only disqualifying contributions include those made by the vendor or a principal owning or controlling more than 10 percent of the profits or assets of a business entity (or 10 percent of the stock in the case of a business entity that is a corporation for profit) to any candidate committee and/or election fund of the Governor or to any state or county political party within the preceding 18 months, during the term of office of the current Governor or within the 18 months immediately prior to the first day of the term of Office of Governor.

**Part 3: Disclosure of Contributions Made**

Check this box if no reportable contributions have been made by the above-named business entity or individual.

Name of Recipient _____	Address of Recipient _____
Date of Contribution _____	Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____	
Contributor Name _____	
Relationship of Contributor to the Vendor _____	
Contributor Address _____	
City _____	State _____ Zip _____

If this form is not being completed electronically, please attach pages for additional contributions as necessary. Otherwise click "Add a Contribution" to enter additional contributions.



**Part 4: Certification**

I have read the instructions accompanying this form prior to completing this certification on behalf of the above-named business entity. I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**I understand that this certification will be in effect for two (2) years from the date of approval, provided the ownership status does not change and/or additional contributions are not made.** If there are any changes in the ownership of the entity or additional contributions are made, a new full set of documents are required to be completed and submitted. By submitting this Certification and Disclosure, the person or entity named herein acknowledges this continuing reporting responsibility and certifies that it will adhere to it.

(CHECK ONE BOX A, B or C)

- (A)  I am certifying on behalf of the above-named business entity and all individuals and/or entities whose contributions are attributable to the entity pursuant to Executive Order 117 (2008).
- (B)  I am certifying on behalf of the above-named business entity only.
- (C)  I am certifying on behalf of an individual and/or entity whose contributions are attributable to the vendor.

Signed Name \_\_\_\_\_ Print Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date \_\_\_\_\_  
Title/Position \_\_\_\_\_

**Agency Submission of Forms**

The agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms, together with a completed Ownership Disclosure form, either electronically to [cd134@treas.state.nj.us](mailto:cd134@treas.state.nj.us), or regular mail at Chapter 51 Review Unit, P.O. Box 039, 33 West State Street, 9<sup>th</sup> Floor, Trenton, NJ 08625. The agency should save the forms locally and keep the original forms on file, and submit copies to the Chapter 51 Review Unit.

## IMPORTANT NOTICE

### NEW “PAY-TO-PLAY” RESTRICTIONS TO TAKE EFFECT NOVEMBER 15, 2008

Governor Jon S. Corzine recently signed Executive Order No. 117, which is designed to enhance New Jersey’s efforts to protect the integrity of government contractual decisions and increase the public’s confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 (“Chapter 51”), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

1. The definition of “business entity” is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:

Officers of corporations and professional services corporations, with the term “officer” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1), with the exception of officers of non-profit entities;

Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term “partner” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1); and

Spouses, civil union partners, and resident children of officers, partners, LLC members and persons owning or controlling 10% or more of a corporation’s stock are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.

2. Reportable contributions (those over \$300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

***Executive Order No. 117 applies only to contributions made on or after November 15, 2008, and to contracts executed on or after November 15, 2008.***

Updated forms and materials are currently being developed and will be made available on the website as soon as they are available. In the meantime, beginning November 15, 2008, prospective vendors will be required to submit, ***in addition to the currently required Chapter 51 and Chapter 271 forms***, the attached Certification of Compliance with Executive Order No. 117.

**Certification on Behalf of A Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**Name of Company, Partnership or Organization:**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(circle one) **(A) The Company, Partnership or Organization is the vendor;**  
or

**(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the vendor.**

*\*Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.* **Individual Certification of Compliance with Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 (2008)**

# INFORMATION AND INSTRUCTIONS For Completing The “Two- Year Vendor Certification and Disclosure of Political Contributions” Forms

DPP c51 - C&D, Rev. 11-17-2008 Page 1 of 4

**Background Information** On September 22, 2004, then-Governor James E. McGreevey issued Executive Order 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, Executive Order 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. Executive Order 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”). On September 24, 2008, Governor Jon S. Corzine issued Executive Order No. 117 (“E.O. 117”), which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

**Two-Year Certification Process** Upon approval by the State, the Certification and Disclosure of Political Contributions form (CH51.1R1/21/2009) is valid for a two (2) year period. Thus, if a vendor receives approval on Jan 1, 2009, the certification expiration date would be Dec 31, 2011. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/EO117 forms to the State Review Unit.

**Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.** Prior to the awarding of a contract, the agency should first send an e-mail to CD134@treas.state.nj.us to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

**Instructions for Completing the Forms** NOTE: *Please refer to the next section, “Useful Definitions for Purposes of Ch. 51 and E.O. 117,” for guidance when completing the forms.* **Part 1: VENDOR**

**INFORMATION Business Name** – Enter the full name of the Vendor, including trade name if applicable. **Business Type** -- Select the vendor’s business organization from the list provided. **Address, City, State, Zip and Phone Number** -- Enter the vendor’s street address, city, state, zip code and telephone number. **Vendor Email** – Enter the vendor’s primary email address. **Vendor FEIN** – Please enter the vendor’s Federal Employment Identification Number. **Public Law 2005, Chapter 51**

**(formerly Executive Order 134) and Executive Order 117 (2008) INFORMATION AND INSTRUCTIONS For Completing The “Two- Year Vendor Certification and Disclosure of Political Contributions” Forms**

DPP c51 - C&D, Rev. 11-17-2008

Page 2 of 4

**Part 2: PUBLIC LAW 2005, Chapter 51 / EXECUTIVE ORDER 117 (2008) DUAL**

**CERTIFICATION** Read the following statements and verify that from the period beginning on or after October 15, 2004, no contributions as set forth at subsections 1(a)-(c) have been made by either the vendor or any individual whose contributions are attributable to the vendor pursuant to Executive Order 117 (2008). **NOTE:** Contributions made prior to November 15, 2008 are applicable to Chapter 51 only.

**Part 3: DISCLOSURE OF CONTRIBUTIONS MADE** Check the box at top of page 2 if no reportable contributions have been made by the vendor. If the vendor has no

contributions to report, this box must be checked. **Name of Recipient Entity** – Enter the full name of the recipient entity. **Address of Recipient Entity** – Enter the recipient entity’s street address. **Date of Contribution** – Indicate the date of the contribution. **Amount of Contribution** – Enter the amount of the reportable contribution. **Type of Contribution** – Select the type of contribution from the list provided.

**Contributor Name** – Enter the full name of the contributor. **Relationship of Contributor to the Vendor** - Indicate relationship of the contributor to the vendor, e.g. officer or partner of the company, spouse of officer or partner, resident child of officer or partner, parent company of the vendor, subsidiary of the vendor, etc. **NOTE:** If form is being completed electronically, click “Add a Contribution” to enter additional contributions. Otherwise, please attach additional pages as necessary. **Part 4: CERTIFICATION**

Check box A if the person completing the certification and disclosure is doing so on behalf of the vendor and all individuals and/or entities whose contributions are attributable to the vendor. Check box B if the person completing the certification and disclosure is doing so on behalf of the vendor only. Check box C if the person completing the certification and disclosure is doing so on behalf of an individual and/or entity whose contributions are attributable to the vendor. Enter the full name of the person authorized to complete the certification and disclosure, the person’s title or position, date and telephone

number. **Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 (2008) INFORMATION AND INSTRUCTIONS For Completing The “Two- Year Vendor Certification and Disclosure of Political**

**Contributions” Forms** DPP c51 - C&D, Rev. 11-17-2008 Page 3 of 4

## **USEFUL DEFINITIONS FOR THE PURPOSES OF Ch. 51 and E.O. 117**

• **“Vendor”** means the contracting entity.

• **“Business Entity”** means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation, any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation, any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of “business entity,” that individual’s spouse or civil union partner and any child residing with that person.<sup>1</sup>

<sup>1</sup> Contributions made by a spouse, civil union partner or resident child to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides are permitted.

• **“Officer”** means a president, vice-president with senior management responsibility, secretary, treasurer, chief executive officer, or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.

• **“Partner”** means one of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

• **“Reportable Contributions”** are those contributions, including in-kind contributions, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.

• **“In-kind Contribution”** means a contribution of goods or services received by a candidate committee, joint candidates committee, political committee, continuing political committee, political party committee, or legislative leadership committee, which contribution is paid for by a person or entity other than the recipient committee, but does not include services provided without compensation by an individual volunteering a part of or all of his or her time on behalf of a candidate or committee.

• **“Continuing Political Committee”** includes any group of two or more persons acting jointly, or any corporation, partnership, or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$4,300 to aid or promote the candidacy of an individual, or the candidacies of individuals, for elective public office, or the passage or defeat of a public questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent election, provided that the group, corporation, partnership, association or other organization has been determined by the Commission to be a continuing political committee in accordance with N.J.S.A. 19:44A-8(b).

**Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 (2008) INFORMATION AND INSTRUCTIONS For Completing The “Two-**

## Year Vendor Certification and Disclosure of Political Contributions”

### Forms DPP c51 - C&D, Rev. 11-17-2008 Page 4 of 4

- “**Candidate Committee**” means a committee established by a candidate pursuant to N.J.S.A. 19:44A-9(a), for the purpose of receiving contributions and making expenditures.
- “**State Political Party Committee**” means a committee organized pursuant to N.J.S.A. 19:5-4.
- “**County Political Party Committee**” means a committee organized pursuant to N.J.S.A. 19:5-3.
- “**Municipal Political Party Committee**” means a committee organized pursuant to N.J.S.A. 19:5-2.
- “**Legislative Leadership Committee**” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly, or the Minority Leader of the General Assembly pursuant to N.J.S.A. 19:44A-10.1 for the purpose of receiving contributions and making expenditures.
- “**Political Party Committee**” means:
  1. The State committee of a political party, as organized pursuant to N.J.S.A. 19:5-4;
  2. Any county committee of a political party, as organized pursuant to N.J.S.A. 19:5-3; or
  3. Any municipal committee of a political party, as organized pursuant to N.J.S.A. 19:5-2.

### **Agency Submission of Forms**

The agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms, together with a completed Ownership Disclosure form, either electronically to [cd134@treas.state.nj.us](mailto:cd134@treas.state.nj.us) or regular mail at Chapter 51 Review Unit, P.O. Box 039, 33 West State Street, 9<sup>th</sup> Floor, Trenton, NJ 08625. Original forms should remain with the Agency and copies should be sent to the Chapter 51 Review Unit.

### **Questions & Answers**

Questions regarding the interpretation or application of Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or Executive Order 117 (2008) may be submitted electronically through the Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/execorder134.htm>. Responses to previous questions are posted on the website, as well as additional reference materials and forms. <http://www.state.nj.us/treasury/purchase/execorder134.htm#state> **NOTE:** *The Chapter 51 Q&A on the website DOES NOT address the expanded pay-to-play requirements imposed by Executive Order 117. The Chapter 51 Q&A are only applicable to contributions made prior to November 15, 2008. There is a separate, combined Chapter 51/E.O. 117 Q&A section dealing specifically with issues pertaining to contributions made after November 15, 2008.*