

**BARRINGTON BOARD OF EDUCATION  
REQUEST, SOLICITATION AND INVITATION  
FOR PROPOSAL**

**Asset Identification /Marketing/Advertising Services  
for the  
Purpose of Generating Revenue**

The proposer is requested to provide a proposal to the Barrington Board of Education ("Board"), County of Camden and State of New Jersey for Asset Identification /Marketing/Advertising Services. Proposal Packet is available via request by contacting the School Business Administrator at 856-547-8648 or via e-mail to [cavisalli@barringtonschools.net](mailto:cavisalli@barringtonschools.net). The proposer must comply strictly with the submission requirements set forth herein.

**Sealed proposal must be sent to:**

<p><b>Barrington Board of Education 311 Reading Avenue Barrington, NJ 08007-1051 ATTN: Carol Anne Visalli School Business Administrator SEALED DOCUMENT: AIMA PROPOSAL</b></p>
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The proposal must be received at the Barrington Board of Education Office, 311 Reading Ave., Barrington, New Jersey on or before April 27, 2011 at 11:00 AM **Three proposals must be submitted (One Original and Two Copies)**. The proposal must be submitted in the format required by the Board. No late submissions will be accepted. All properly submitted sealed proposals will be publicly opened, announced and recorded on April 27, 2011 at 11:00 AM in the office of the Business Administrator.

**Asset Identification /Marketing/Advertising Services**

All proposers shall comply with P.L.1977, c.33 requiring submission of a statement of corporate ownership; N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 concerning equal employment opportunity and affirmative action and the submission of proof of compliance therewith. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. All attachments must be completed and included in the proposal.

## **I. INTENT**

The Barrington Board of Education ("Board"), County of Camden and State of New Jersey intends to grant a concession to the successful service company to act on its behalf for the identification, and use of public space in order for the Board to generate sustainable advertising/asset sponsorship revenues. The service company will receive a percentage of the revenue from the advertisements. All properly submitted sealed proposals will be publicly opened, announced and recorded on April 27, 2011 at 11:00 AM in the office of the Business Administrator.

The General Criteria is articulated in Section III for the selection of the successful proposer. Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals. A pre-determined scoring system will determine the best service company who properly submitted a proposal that met all of the stated requirements. This system is intended to select the service company that best meets the school district's needs and one that can secure the most revenue for the school district. As such, this award may not be given to the lowest bidder but instead must go to the bidder who submitted the proposal that received the highest score.

The successful proposal, upon award and execution shall become a part of the signed contract. There will be no award until formal approval by the Board has been made by resolution at a public board meeting. The effective date of the agreement will be the date of official Board approval.

As per the provisions of *N.J.S.A. 19:44A-20.4 et seq.*, the Board shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Board shall be the sole judge of the benefits to the Board represented by the submissions pursuant to this Request, Solicitation and Invitation for proposal.

## **II. INSURANCE**

This Request, Solicitation and Invitation for proposal, is for the appointment of a professional or quasi-professional position with the Board or a position for which there is a bidding exemption under *N.J.S.A. 40A:11-1 et seq.* Each proposer shall, at minimum, have the following insurance coverage:

1. The proposer shall maintain workers compensation insurance as required by law;
2. Employer's liability with limits of \$500,000;
3. Commercial general liability and automobile liability insurance each with coverage of \$1 million per occurrence; and
4. Professional liability insurance with coverage of \$1 million per claim.

Attachment A is the Certification of Insurance that must be executed and documents attached thereto by the proposer at the time of submittal of this Request, Solicitation and Invitation for proposal.

### **III. PROFESSIONAL EVALUATION AND RANKING METHODOLOGY**

#### **A. GENERAL CRITERIA**

The Professional Qualifications for the Asset Identification /Marketing/Advertising Firm must include but may not be limited to the following:

1. Must have demonstrated experience in the field of advertising/marketing and asset identification for school districts. This demonstration requires the listing of at least one school district the firm represents that is composed of at least five (5) school buildings. Also, include the name of the district, contact information and a copy of the contract between your company and the school district. (20 points)
2. Provide a proven Asset Identification/Assessment System that will maximize revenue potential. This demonstration requires the submission of a portfolio that includes the asset identification of a current or prior school district client. (20 points)
3. Must maintain a bona fide office in the State of New Jersey. This demonstration must include a lease or title for an office location in New Jersey. (20 points)
4. Must have at least two full-time salespeople that have prior corporate sales and customer service experience. This demonstration must include a biography and employment contract for these salespersons. (10 points)
5. Must have demonstrated experience and relationships with national and corporate sponsors. This demonstration must include the relative experience and the ability to procure advertisers beyond the local area. Must have a letter of acknowledgment from one or more these of the sponsors as well as respective employee's biography. (15 points)
6. Must have personnel with brand development and strategic brand insight experience to ensure the appropriate mix of signage and school properties. Must have a letter of acknowledgment attesting to the prior experience and biography of the person who has this experience. (15 points)

#### **B. DUTIES OF ADVERTISING/MARKETING/ASSET IDENTIFICATION FIRM**

The duties of the Advertising/Marketing/Asset Identification Firm shall include but may not be limited to the following:

1. Representing the Board in attracting and negotiating with potential companies interested in purchasing sponsorship/advertising opportunities within the Barrington School District.
2. Partner with the Board of Education in developing a disciplined and creative plan to monetize its assets while avoiding saturation of advertising.
3. Developing and preparing a comprehensive marketing/sponsorship plan to maximize monetization of district assets. Should site visits be necessary, they must be coordinated and scheduled through the District's School Business Administrator.
4. Present to the Board of Education a quarterly report on activities as detailed in section I (Intent).
5. Adhere to the Board of Education's Sponsorship/Advertising Policy and allow for the refusal of an advertisement by the Board of Education.

### **IV. CONTRACT PERIOD**

Contract period is for an initial term of two (2) years, effective from the date of Board of Education approval, with an option for renewal for the number of years permitted by law.

### **V. PROPOSAL FORM**

Asset Identification /Marketing/Advertising Services Firm

All proposals submitted in response to the Request, Solicitation and Invitation for proposal shall utilize the form of correspondence on the next page as the cover sheet. The succeeding pages attached to the

cover sheet shall set forth the proposal/responses. The proposal must follow the format as indicated. All proposals submitted to the Board must be submitted pursuant to the said Request, Solicitation and Invitation distributed and in the format required therein and as set forth hereafter.

In order for the proposal to meet the requirements of the Request, Solicitation and Invitation, the attached forms shall be fully completed and executed. Attachments or certifications set forth as attachments or certifications A through H attached to this form, shall be completed and originally executed. Failure to attach required documents is cause for disqualification.

All erasures and/or changes to the original documentation submitted must be initialed by the individual making modifications to the proposal. Use separate and additional pages to respond specifically to each section, specifically Section III hereof, which sets forth the criteria that the Board will utilize in evaluating your proposal and determining the selection of the Asset Identification Advertising/Marketing/ Services Firm.

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

Barrington Board of Education  
Attn: Carol Anne Visalli  
311 Reading Avenue  
Barrington, NJ 08007-1051

**Re: Request, Solicitation and Invitation for Proposal:**  
Asset Identification /Marketing/Advertising Services Firm

Dear Board of Education:

The undersigned hereby submits the enclosed proposal for the Asset Identification /Marketing/Advertising Services Firm.

The undersigned hereby undertakes and promises to serve as the Asset Identification /Marketing/Advertising Services Firm and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

Fee Schedule:

1. No Asset Analysis Fee.
2. Percentage of revenue from advertisements \_\_\_\_\_ %

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
Type or Print Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
E-Mail

**ATTACHMENT A**

**CERTIFICATION OF INSURANCE**

I HEREBY CERTIFY THAT MY OFFICE CARRIES INSURANCE ADEQUATE TO PROTECT THE BARRINGTON BOARD OF EDUCATION ("BOARD") AND INDEMNIFY THE BOARD FOR ANY ERROR OR OMISSION COMMITTED BY THE UNDERSIGNED THAT CREATES LIABILITY TO THE BOARD. THIS INCLUDES ERRORS AND OMISSIONS POLICY AND ANY OTHER TYPE OF POLICY THAT CAN BE UTILIZED TO PROTECT THE INTERESTS OF THE BOARD. **I HAVE ATTACHED COPIES OF THE DECLARATION PAGES OF EACH POLICY THAT DOES OR CAN PROTECT THE BOARD FROM ANY ERROR, OMISSION OR ACTIVITY IN WHICH I OR ANYONE FROM MY OFFICE MIGHT ENGAGE IN ON BEHALF OF THE BOARD.**

I FURTHER CERTIFY THAT THE POLICIES OF INSURANCE THAT ARE CARRIED BY OUR FIRM SHALL CONTINUE TO BE CARRIED DURING THE ENTIRE TERM OF OUR FIRM'S APPOINTMENT, IN THE EVENT THAT OUR FIRM IS SELECTED. IN THE EVENT THAT THE DECLARATIONS PAGE(S) SUBMITTED SHOWS THE POLICY OR POLICIES OF INSURANCE WILL LAPSE DURING THE COURSE OF THE TERM OF OUR FIRM'S APPOINTMENT, I WILL PROVIDE TO THE BOARD A COPY OF THE RENEWAL POLICY DECLARATION PAGE. I FURTHER CERTIFY THAT THE RENEWED POLICY SHALL HAVE THE SAME OR GREATER LIMITS OF LIABILITY AS THE ONE PROVIDED FOR AT THE BEGINNING OF OUR APPOINTMENT.

**A CERTIFICATE OF INSURANCE NAMING BARRINGTON BOARD OF EDUCATION AS ADDITIONAL INSURED AND LOSS PAYEE IS MANDATORY IN THE EVENT THAT OUR FIRM IS SELECTED.**

CERTIFYING OFFICIAL:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT B**

**CONFLICT OF INTEREST CERTIFICATION**

THE UNDERSIGNED CERTIFIES TO THE BARRINGTON BOARD OF EDUCATION ("BOARD"), COUNTY OF CAMDEN, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE BOARD HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD VIOLATE STATE LAW IN REGARD TO A CONFLICT OF INTEREST BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE BOARD.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION, AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE BOARD IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER FIRM.

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

Typed Firm Name: \_\_\_\_\_

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

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

**ATTACHMENT C**

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

A. If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report.

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

A. If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **NO** to both questions above, an affirmative action *Employee Information Report (AA-302)* will be mailed to you. Complete the form and forward it to:

Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, N.J. 08625-0002

All fees for this application are to be paid directly to the Division. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

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

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

## **ATTACHMENT D**

### **MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR PROCUREMENT, PROFESSIONAL, AND SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affection

al or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative

Action Office pursuant to N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal Court decisions;

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions;

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The undersigned affirms inclusion of this Affirmative Action Language Exhibit "A" as an annex to agreement with the Barrington Board of Education for rendering services and products for the duration of the agreement.

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Company or Firm Name

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Authorized Signature

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Date

**ATTACHMENT E**

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- OR**
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- Partnership
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2__.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

**ATTACHMENT F**

**Vendor Questionnaire/Certification**

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

References – Work previously done for School Districts in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Vendor Certification**

Direct/Indirect Interests

I declare and certify that no member of the Barrington Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Barrington Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Barrington Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
Signature





**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Camden**

State: Governor, and Legislative Leadership Committees

Legislative District #: 4, 5, 6, & 7

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

County:

Freeholders      County Clerk                      Sheriff                      Surrogate

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

Audubon Borough	Gloucester City	Pennsauken Township
Audubon Park Borough	Gloucester Township	Pine Hill Borough
Barrington Borough	Haddon Heights Borough	Pine Valley Borough
Bellmawr Borough	Haddon Township	Runnemede Borough
Berlin Borough	Haddonfield Borough	Somerdale Borough
Berlin Township	Hi-nella Borough	Stratford Borough
Brooklawn Borough	Laurel Springs Borough	Tavistock Borough
Camden City	Lawnside Borough	Voorhees Township
Cherry Hill Township	Lindenwold Borough	Waterford Township
Chesilhurst Borough	Magnolia Borough	Winslow Township
Clementon Borough	Merchantville Borough	Woodlynne Borough
Collingswood Borough	Mount Ephraim Borough	
Gibbsboro Borough	Oaklyn Borough	

Boards of Education (Members of the Board):

Audubon Borough	Mount Ephraim Borough
Audubon Park Borough	Oaklyn Borough
Barrington Borough	Pennsauken Township
Bellmawr Borough	Pine Hill Borough
Berlin Borough	Pine Valley
Berlin Township	Runnemede Borough
Black Horse Pike Regional	Somerdale Borough
Brooklawn Borough	Sterling High School District
Camden City	Stratford Borough
Cherry Hill Township	Tavistock
Chesilhurst	Voorhees Township
Clementon Borough	Waterford Township
Collingswood Borough	Winslow Township
Eastern Camden County Regional	Woodlynne Borough
Gibbsboro Borough	
Gloucester City	
Gloucester Township	
Haddon Heights Borough	
Haddon Township	
Haddonfield Borough	
Hi Nella	
Laurel Springs Borough	
Lawnside Borough	
Lindenwold Borough	
Magnolia Borough	
Merchantville Borough	

**Fire Districts (Board of Fire Commissioners):**

- Berlin Township Fire District No. 1
- Cherry Hill Fire District No. 13
- Gloucester Township Fire District No. 1
- Gloucester Township Fire District No. 2
- Gloucester Township Fire District No. 3
- Gloucester Township Fire District No. 4
- Gloucester Township Fire District No. 5
- Gloucester Township Fire District No. 6
- Haddon Township Fire District No. 1
- Haddon Township Fire District No. 2
- Haddon Township Fire District No. 3
- Haddon Township Fire District No. 4
- Lindenwold Borough Fire District No. 1
- Pine Hill Borough Fire District No. 1
- Voorhees Township Fire District No. 3
- Winslow Township Fire District No. 1

**ATTACHMENT G**

**NON-COLLUSION AFFIDAVIT**

Re: Proposal for the Barrington Board of Education.

I, \_\_\_\_\_ of the City 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  
Position in Company

the firm of \_\_\_\_\_ and the bidder making the Proposal for the above named contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Proposal, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the Borough of Barrington relies 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 Proposal.

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 of bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
(Print Name of Contractor/Vendor)

Subscribed and sworn to: \_\_\_\_\_  
(SIGNATURE OF CONTRACTOR/VENDOR)

STATE OF NEW JERSEY)

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

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

\_\_\_\_\_  
Print Name of Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

- Seal -

**ATTACHMENT H**

**New Jersey Business Registration Certificate**

**(Attach a copy of your Certificate to the Proposal.)**