

Essex County Division of Senior Services
CHECK-OFF LIST OF REQUIRED DOCUMENTS

Your agency is required to submit with your contract materials copies of *all* documents listed below with original signature and seals.

<u> X </u>	Disclosure Statement
<u> X </u>	Non-Collision Affidavit
<u> X </u>	Affirmative Action Requirements
<u> X </u>	Statement of Individual(s) Owning 10% or more of Stock or Interest in the Bidders Business Entity
<u> X </u>	Consent of Insurance Coverage
<u> X </u>	Insurance Certificates (current) <i>The County of Essex must be listed as the additional insured.</i>
<u> X </u>	Hold Harmless Agreement
<u> X </u>	Statement of Certain Political Contributions made after July 11, 1986
<u> X </u>	Certificate of Paid or Outstanding Municipal/County Real Estate Taxes, Water and/or Sewer Obligations
<u> X </u>	Equal Opportunity for Individuals with Disabilities
<u> X </u>	Vendor Information
<u> X </u>	Proposer's Affidavit
<u> X </u>	Authorization and Release
<u> X </u>	Copy of the Business Registration Certificate issued by the NJ Department of Treasury
<u> X </u>	Copy of 501C status or equivalent (non-profit agencies)
<u> X </u>	Documentation of Current Registration with the New Jersey Division of Consumer Affairs' Charities Registration Section
<u> X </u>	Most recent audit report or annual financial statement
<u> X </u>	Statement of Adequacy of Accounting System
<u> X </u>	Financial Assurances
<u> X </u>	Assurance of Compliance/Title VI, Civil Rights Act of 1964
<u> X </u>	Certification Regarding Debarment and Suspension
<u> X </u>	Listing of the Agency's current Board of Directors, including names, addresses and terms of all members <i>N/A</i>
<u> X </u>	3 Signature pages with original signatures
<u> X </u>	Governmental Agency – Copy of Resolution by the governing body indicating acceptance of the Obligation under the grant

DISCLOSURE STATEMENT

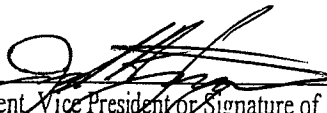
The attention of prospective vendors is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every vendor must disclose below, being an Essex County officer or employee or whether an immediate family member is an Essex County officer or employee. If the vendor is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the vendor, or a member of the vendor's immediate family, or anyone having an interest in the vendor's business organization including their immediate family members, an officer or employee of Essex County?

NO X YES

SI 
* President, Vice President or Signature of
Authorized Representative

Joseph A. Fonzino

Print Name

Director/Health Officer

Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of County Counsel, Hall of Records, 465 Dr. Martin Luther King, Jr. Blvd., Room 535, Newark, NJ 07102. (Attach a copy of the correspondence to this form).

N/A

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

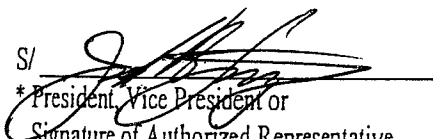
***FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT
IN REJECTION OF THIS PROPOSAL.**

NON-COLLUSION AFFIDAVIT

I, Joseph A. Fonzino, of the City of West Orange, in the County of Essex, and the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am Director, of the firm of West Orange Health Dept. the vendor making this Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said vendor has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competition 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 State of New Jersey, County of Essex, 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 project.

I fully 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 Township of West Orange
(Company Name)

S/ 
* President, Vice President or
Signature of Authorized Representative

Joseph A. Fonzino
Print Name

Director/Health Officer
Title

* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.

AFFIRMATIVE ACTION REQUIREMENTS

COMPANY NAME: Township of West Orange

SIGNATURE: _____

PRINT NAME: Joseph A. Fonzino

TITLE: Director/Health Officer

VENDORS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

- A. PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten calendar (10) days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.

OR

2. A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

OR

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302).

B. CONSTRUCTION CONTRACTS

ALL SUCCESSFUL CONTRACTORS MUST SUBMIT WITHIN TEN (10) DAYS OF THE NOTICE OF INTENT TO AWARD A CONTRACT (MEMORANDUM OF AGREEMENT), AN INITIAL PROJECT MANNING REPORT (AA201) FOR ANY CONTRACT AWARD THAT MEETS OR EXCEEDS THE PUBLIC AGENCY BIDDING THRESHOLD.

EXHIBIT A
N.J.S.A. 10:5-31 et seq. N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS
(Mandatory Affirmative Action Language)

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to 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, affectional or sexual orientation or sex. 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 the provisions of this nondiscrimination clause.

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

The contractor or subcontractor, where applicable, will send to each labor union or representative of 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 this 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 N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans With Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

In conforming with the applicable 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, or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

10/27/05 revised

Grant Title:	Visiting Nurses Dental	Grant Number:	45502214 20102327
Grantee Name:	Township of West Orange	Award Amount:	\$37,871.00
Address:	66 Main Street West Orange, NJ 07052		

Contact Person: John K. Sayers **Telephone #** 973-325-4050

Date and effective duration of EEOP: 01/01/10 - 12/31/10

It is the policy of the Township of West Orange to assure equitable and fair treatment of applicants and employees in all employment related matters without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job.

This policy shall apply to all phases of employment, such as, recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, and such human resource actions as layoff, recall, discharge, disciplinary action, and performance evaluation.


Signature

01/04/10
Date

**EQUAL EMPLOYMENT OPPORTUNITY PLAN
TOWNSHIP OF WEST ORANGE**

UTILIZATION ANALYSIS

The United States Department of Labor does not publish community labor statistics indigenous solely to the Township of West Orange. The closest this analysis can come is to the statistics compiled for the County of Essex. For analysis purposes, we can extrapolate West Orange statistics by comparing similar averages within Essex County to achieve a working ratio.

There is a need for better representation of the minority community in the township's workforce. Unfortunately, there has been a hiring freeze for the past few years due to budgetary constraints. Further, the Township of West Orange traditionally grants employment preference to residents of the Township. For applicants with similar job qualifications, residency is a tie breaker.

In 2003, the Township Council repealed a municipal ordinance requiring municipal workers to live within the Township. This was a significant first step in equaling the playing field for potential municipal workers.

For the category labeled Protective Services, there is a need for a better representation of non-white employees both in the Officials category and the Patrol Officers category. The Township of West Orange is considered a Merit System jurisdiction and falls under the rules of the New Jersey Department of Personnel and is subject to the provisions of NJAC 4A:1-1 et seq. in all employment related actions. As a result, applicants for law enforcement positions must take a written test promulgated and conducted by the New Jersey Department of Personnel. Applicants are hired based upon their relative position of the list published by the New Jersey Department of Personnel. This list is compiled without any reference to any protected class. The better your score, the higher ranking you will achieve on the hiring list. An extensive background check is conducted to select the best candidates solely on merit.

The West Orange Police Department first became integrated in 1993. In the twelve years since, the number of minority law enforcement employees has varied from a high of 10 % in 1995 to the current levels illustrated in the attached Utilization Chart.

Promotional opportunities within the police department are based solely on merit through the New Jersey Department of Personnel.

Based on the statistical data provided by the United States Census Bureau for 2000, the Race/Ethnicity groups comprising West Orange are:

<i>White, Non Hispanic</i>	<i>62.1%</i>
<i>Black, Non-Hispanic</i>	<i>17.1%</i>
<i>Other Races, Non-Hispanic</i>	<i>10.8%</i>
<i>Total Hispanic (All Races)</i>	<i>10.0%</i>

This is a much different depiction of the Township of West Orange from the 1990 Census. In 1990, the Race/Ethnicity groups comprising West Orange were:

<i>White, Non Hispanic</i>	<i>84.3%</i>
<i>Black, Non-Hispanic</i>	<i>5.6%</i>
<i>Other Races, Non-Hispanic</i>	<i>5.8%</i>
<i>Total Hispanic (All Races)</i>	<i>4.2%</i>

EQUAL EMPLOYMENT OPPORTUNITY PLAN TOWNSHIP OF WEST ORANGE

This is a much different picture when compared to the 1980 Census:

<i>White, Non Hispanic</i>	<i>93.5%</i>
<i>Black, Non-Hispanic</i>	<i>2.4%</i>
<i>Other Races, Non-Hispanic</i>	<i>2.6%</i>
<i>Total Hispanic (All Races)</i>	<i>4.2%</i>

The municipal workforce has not reflected the same change. Currently the municipal workforce is comprised of 426 employees. This includes the elected officials (Mayor/Council). Based on a 2005 audit, the municipal workforce consists of the following:

<i>Male</i>	<i>310 (including police)</i>	<i>72.7%</i>
<i>Female</i>	<i>116 (including police)</i>	<i>27.3%</i>
<i>White, Non Hispanic</i>	<i>375 (including police)</i>	<i>88.0%</i>
<i>Black, Non-Hispanic</i>	<i>30 (including police)</i>	<i>7.3%</i>
<i>Other Races, Non-Hispanic</i>	<i>6 (including police)</i>	<i>1.4%</i>
<i>Total Hispanic (All Races)</i>	<i>14 (including police)</i>	<i>3.3%</i>

Based on a comparison with the 2000 Census, the Township of West Orange needs to increase its utilization of minority workers. The current attrition rate is low. Municipal workers tend to remain on the job until retirement. Some workers have been employed for more than 40 years. The typical expected duration of a municipal worker is nearly 30 years. It is no wonder that the current workforce has not reflected the same rapid change of the general population.

GOAL

The ultimate goal of the Township's Equal Employment Opportunity Plan is to field a qualified workforce as closely reflective of the community as possible while maintaining compliance with the rules and regulations established by the New Jersey Department of Personnel.

STEPS TO ACHIEVE GOAL

There are several steps required to achieve the ultimate goal. These are:

Diverse Advertisement of Job Openings

Currently, job openings are posted on the New Jersey Department of Personnel website and the Community Bulletin Board on the front yard of the municipal building. At time, job openings are listed in the local newspaper. Job openings should be posted in newspapers and periodicals that serve the minority population, especially those printed in Spanish.

Active Recruiting of Minority Population

The Township should actively recruit minorities and women. We should attend and set up recruiting booths at local job fairs and college job fairs. Further, we should actively involve ourselves in any of the career days that are conducted at local high schools and vocational and technical schools. Although we should aim to recruit all

**EQUAL EMPLOYMENT OPPORTUNITY PLAN
TOWNSHIP OF WEST ORANGE**

Formalized Documentation

The Township must document all recruitment efforts regardless of how minor. It is very important to prove that these tasks are being achieved to satisfy the ultimate goal.

Further, the Township need to keep a file of rejected candidates and only purge these files in comportment with the State of New Jersey, Bureau of Archives schedule.

DISSEMINATION

Dissemination of this plan can be best achieved by formalized resolution through the Municipal Council or by Proclamation by the Chief Executive. The plan should be posted in a public place within the municipal building.

COMMUNITY LABOR FORCE UTILIZATION CHART

MALE

FEMALE

JOB GROUP CATEGORY (CLS= Community Labor Statistics)	WHITE	BLACK	HISPANIC	ASIAN	AMERICAN INDIAN	WHITE	BLACK	HISPANIC	ASIAN	AMERICAN INDIAN
OFFICIALS/EXECUTIVE										
Workforce # / %	5 / 1%	1 / 2%	0	0	0	3 / 4%	1 / 2%	0	0	0
CLS # / %										
Utilization %										
PROFESSIONALS										
Workforce # / %	25 / 6%	0	0	0	0	10 / 2%	0	0	4 / 1%	0
CLS # / %										
Utilization %										
TECHNICIANS										
Workforce # / %	7 / 2%	0	0	0	0	4 / 1%	0	0	0	0
CLS # / %										
Utilization %										
OFFICIALS *										
Workforce # / %	41 / 36%	1 / 1%	0	0	0	0	0	0	0	0
CLS # / %										
Utilization %										
PROTECTIVE SERVICES										
PATROL OFFICERS *										
Workforce # / %	60 / 54%	5 / 5%	0	1 / 1%	0	3 / 3%	0	1 / 1%	0	0
CLS # / %	71%	15%								
Utilization %										
PARA-PROFESSIONALS										
Workforce # / %	96 / 23%	3 / 4%	2 / 3%	0	0	7 / 2%	4 / 1%	1 / 2%	0	0
CLS # / %										
Utilization %										
OFFICE/CLERICAL										
Workforce # / %	0	0	0	0	0	33 / 8%	2 / 4%	4 / 1%	0	0
CLS # / %										
Utilization %										
SKILLED CRAFT										
Workforce # / %	40 / 10%	8 / 2%	2 / 3%	0	0	25 / 6%	5 / 1%	3 / 4%	0	0
CLS # / %										
Utilization %										
SVCS/MAINTENANCE										
Workforce # / %	12 / 3%	0	0	0	0	0	0	0	0	0
CLS # / %										
Utilization %										

*Community Labor data is unavailable solely for West Orange. Results of this Utilization Study are skewed using Essex County Statistics. Utilization figures have been determined using extrapolated ratios based on 2000 Census.

STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF
STOCK OR INTEREST IN THE BIDDER'S BUSINESS ENTITY

In accordance with N.J.S.A. 52:25-24.2 et seq., no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted to the County, a statement setting forth the names and addresses of all stockholders who own ten percent (10%) or more of the stock, of any class or all individual partners who own a ten percent (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

Township of West Orange **01/07/10**
Legal Name of Vendor Date
66 Main Street / **West Orange NJ** / **07052**
Street Address City State Zip Code
973-325-4124 / **973-325-4005** / **healthdept@westorange.org**
Telephone # Fax # e-mail address

CHECK TYPE OF BUSINESS ENTITY:

N/A

	Date	Where	
	Incorporated	Incorporated	
Corporation	_____	_____	Limited Partnership
Limited Liability Corporation	_____	_____	Limited Liability Partnership
Subchapter S Corporation	_____	_____	Sole Proprietorship
			Partnership

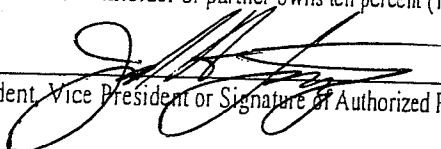
Listed below are the names and address of all stockholders or individuals who own ten (10) percent or more of its stock of any class(es), or who own ten (10) percent or greater interest therein.

N/A

Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____

If more space is required, continue listing on a separate page and include with bid submittal.

If no stockholder or partner owns ten percent (10%) or more of the business submitting the bid, please sign and date this form. I certify that no stockholder or partner owns ten percent (10%) or more of the business submitting this bid:

S/  **01/07/10**
President, Vice President or Signature of Authorized Representative Date

FAILURE TO COMPLETE THIS FORM OR SIGN THE ABOVE STATEMENT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.

INSURANCE

The contractor shall assume all responsibility for his/her actions and those of anyone else working for him/her while engaged in any activity connected with this contract. Certificates of liability and workers compensation insurance, satisfactory to the County, shall be filed with the County before the contract is signed. All insurance shall indemnify and save harmless the County, its employees, and agents. Property damage insurance shall be extended to cover damage to underground wires, pipes, conduits, etc., and explosion damage due to collapse.

The County of Essex shall be listed as an additional insured on all policies of insurance, including any applicable umbrella or excess policies, and the Certificate of Insurance shall so indicate.

The minimum amounts of insurance, to be carried by the successful contractor, shall be underwritten by companies as follows:

Comprehensive General Liability Insurance - as least as broad as ISO Form CG001 1093, Bodily Injury and Property Damaged Combined Single Limit of Liability, in an amount not less than \$1,000,000.00/Occurance - \$3,000,000.00/Aggregate.

Comprehensive General Automobile Liability Insurance and Property Damage to apply to all owned, hired, and non-owned vehicles, Bodily Injury and Property Damage Combined Single Limit of Liability, in an amount no less than \$1,000,000.00/Accident

Workmen's Compensation and Employer's Liability Insurance - The contractor shall take out and maintain during the life of this contract adequate workers compensation and employer's liability insurance for all employees employed in connection with the work and, in case any work is sublet, the Contractor shall require each subcontractor similarly to provide workers compensation and employer's liability insurance for the latter's employees, unless such employees are covered by the protection afforded by the Contractor. Employer's liability insurance shall have limits not less than \$1,000,000.00 each accident and \$1,000,000.00 each employee/\$1,000,000.00 policy limit for disease.

Professional Liability Insurance - Proposer shall also maintain professional liability insurance of at least \$1,000,000.00 and shall provide the County with a certificate of insurance as evidence of said policy upon execution of this agreement. Essex County shall be named as an additional named insured for this specific contract of services under the proposer's professional liability insurance policy, if possible.

If any work is sublet, insurance of the same types and limits shall be provided by or for each subcontractor.

All policies maintained shall name the County of Essex as an additional named insured and shall provide for thirty (30) days written notice to the County of cancellation, non-renewal, and/or modifications of such policies and the contractor/vendor shall provide the Office of Purchasing with certificates of insurance evidencing such policies and provisions.

All required insurance coverage must be in effect no later than 12:01 a.m. at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

Vendors lacking such coverage must have the attached "Consent of Insurance" form fully executed and returned with this proposal as proof that such coverage will be in place at the time of the signing of the contract. Evidence of actual insurance coverage must be by way of a certificate of insurance, which shall be submitted to the Office of Purchasing.

FAILURE TO ATTACH A CURRENT CERTIFICATE OF INSURANCE AND RETURN SAME WITH THIS PROPOSAL OR FULLY EXECUTE THE ATTACHED "CONSENT OF INSURANCE" FORM MAY BE GROUNDS FOR REJECTION OF THIS PROPOSAL

CONSENT OF INSURANCE COVERAGE

WHEREAS, JOSEPH A. FONZINO as Principal, has submitted a proposal to provide goods and/or services as specified in the subject bid to the County of Essex, and whereas, in order for such bid to be considered, proof of insurance must be submitted therewith.

NOW, THEREFORE BE IT KNOWN that, if the County of Essex shall accept the proposal of the Principal and the Principal shall enter into a contract with the County of Essex in accordance with the terms of such proposal, we the undersigned do hereby state that we will provide the Principal with insurance coverage as set forth below:

The insurance to be provided shall be underwritten by a company licensed to do business in New Jersey.

Comprehensive General Liability Insurance as least as broad as ISO Form CG001 1093, Bodily Injury and Property Damaged Combined Single Limit of Liability, in an amount not less than \$1,000,000.00/Occurance - \$3,000,000.00/Aggregate.

Comprehensive General Automobile Liability Insurance and Property Damage to apply to all owned, hired, and non-owned vehicles, Bodily Injury and Property Damage Combined Single Limit of Liability, in an amount no less than \$1,000,000.00/Accident.

Workmen's Compensation and Employer's Liability Insurance - for all employees employed in connection with the work. Employer's liability insurance shall have limits not less than \$1,000,000.00 each accident and \$1,000,000.00 each employee/\$1,000,000.00 policy limit for disease.

All policies maintained shall name the County of Essex as an additional ~~named~~ insured and shall provide for thirty (30) days written notice to the County of cancellation, non-renewal, and/or modifications of such policies and the contractor/vendor shall provide the Office of Purchasing with certificates of insurance evidencing such policies and provisions.

All required insurance must be in effect no later than 12:01 a.m. at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

Sworn to and subscribed
before on this 30 day
of June, 2009

Linda Tringali
(Print Name)
Linda Tringali
NOTARY PUBLIC

Linda Tringali
Notary Public of New Jersey
Commission Expires 12/18/2012
ID # 2295103

PRINCIPAL:

Township of West Orange

(Vendor's Company Name)

(Authorized Signature on Behalf of the
Principal) Joseph A. Fonzino

Director/Health Officer

Arlene M. Sullivan

ARLENE M. SULLIVAN
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES JUNE 30, 2013

INSURER: GARDEN STATE

MUNICIPAL JOINT INSURANCE FUND

(Insurer's Company Name)

[Signature]
(Authorized Signature on behalf of the Insurer)

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID C2
WESTO-3

DATE (MM/DD/YYYY)
12/31/08

PRODUCER

BGIA-GSMJIF Underwriting Unit
900 Route 9 North
Woodbridge NJ 07095
Phone: 732-634-8400 Fax: 732-634-5379

INSURED

Township of West Orange
Jack Sayers
66 Main Street
West Orange NJ 07052

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Garden State Municipal JIF

INSURER B:

INSURER C

INSURER D

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY	GSMJIF2009	01/01/09	01/01/10	EACH OCCURRENCE \$ 15,250,000
	☒ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ None
	☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person) \$ Included
	GENTL AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY \$ Included
	☐ POLICY ☐ PRO-JECT ☐ LOC				GENERAL AGGREGATE \$ None
					PRODUCTS & COMPICP AGG \$ Included
A	AUTOMOBILE LIABILITY	GSMJIF2009	01/01/09	01/01/10	COMBINED SINGLE LIMIT (Ea accident) \$ 15,250,000
	☒ ANY AUTO				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS				
	☐ NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	☐ ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
					\$
					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	GSMJIF2009	01/01/09	01/01/10	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 15,250,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 15,250,000
	OTHER				E.L. DISEASE - POLICY LIMIT \$ 15,250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is included as additional insured on the commercial General Liability policy per terms, conditions and exclusions of the policy as respects nursing services, visits to home bound seniors. *

CERTIFICATE HOLDER

ESSCTYD

Essex County Division of Aging
50 S. Clinton Street
Suite 3200
East Orange NJ 07018

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Edward Angulo

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID C2
WESTO-3

DATE (MM/DD/YYYY)
12/31/08

PRODUCER
BGIA-GSMJIF Underwriting Unit
900 Route 9 North
Woodbridge NJ 07095
Phone: 732-634-8400 Fax: 732-634-5379
INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURERS AFFORDING COVERAGE

INSURER A: Garden State Municipal JIF
INSURER B:
INSURER C
INSURER D
INSURER E:

NAIC #

Township of West Orange
Jack Sayers
66 Main Street
West Orange NJ 07052

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	X	GENERAL LIABILITY		GSMJIF2009	01/01/09	01/01/10	EACH OCCURRENCE	\$ 15,250,000
		X	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ None
							MED EXP (Any one person)	\$ Included
			CLAIMS MADE X OCCUR				PERSONAL & ADV INJURY	\$ Included
							GENERAL AGGREGATE	\$ None
		GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS + COMPIOP AGG	\$ Included
		POLICY	PRO-JECT	LOC				
A	X	AUTOMOBILE LIABILITY		GSMJIF2009	01/01/09	01/01/10	COMBINED SINGLE LIMIT (Ea accident)	\$ 15,250,000
			ANY AUTO				BODILY INJURY (Per person)	\$
			ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
			SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
			HIRED AUTOS					
			NON-OWNED AUTOS					
	GARAGE LIABILITY					ALTO ONLY - EA ACCIDENT	\$	
		ANY AUTO				OTHER THAN EA ACC	\$	
						ALTO ONLY: AGG	\$	
		EXCESS/UMBRELLA LIABILITY					EACH OCCURRENCE	\$
			OCCUR	CLAIMS MADE			AGGREGATE	\$
								\$
			DEDUCTIBLE				\$	
				RETENTION	\$		\$	
		A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		GSMJIF2009	01/01/09	01/01/10
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 15,250,000			
If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 15,250,000			
OTHER				E.L. DISEASE - POLICY LIMIT	\$ 15,250,000			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The Certificate Holder is included as additional insured on the Commercial General Liability Policy per terms, conditions and exclusions of the policy as respects dental services. *

CERTIFICATE HOLDER

ESCTYDI

Essex County Division of Aging
50 South Clinton St Suite 3200
East Orange NJ 0701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
[Signature]

COUNTY OF ESSEX
NEWARK, NEW JERSEY

HOLD HARMLESS AGREEMENT

BETWEEN: The County of Essex
 Hall of Records
 465 Dr. Martin Luther King, Jr. Blvd.
 Newark, NJ 07102

AND

TOWNSHIP OF WEST ORANGE

Contractor's Name
Health Department, 66 Main Street, West Orange, NJ 07052

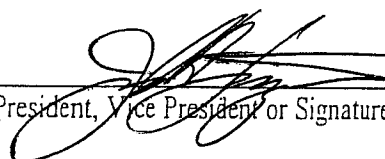
Address – not a post office box
973-325-4124 973-325-4005 healthdept@westorange.org

Telephone Number; Fax Number; & e-mail address

It is understood and agreed the Contractor is:

1. An independent Contractor and not an employee of the County of Essex.
2. *The Contractor agrees to indemnify and hold harmless the County of Essex, the Essex County Board of Chosen Freholders, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorneys' fees to which the County of Essex may be put for, or on account of, any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this contract, or by or in consequence of any neglect or omission of the part of the Contractor in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.*
3. The Contractor shall hold the County of Essex harmless for damages to the Contractor's equipment utilized during the term of this contract.

S/



President, Vice President or Signature of Authorized Representative

Joseph A. Fonzino

Print Name

Director/Health Officer 01/07/10

Title

Date

**STATEMENT OF CERTAIN POLITICAL CONTRIBUTIONS
MADE AFTER JULY 11, 1986**

**-NEGOTIATED CONTRACTS-
(This Statement is part of the proposal packet)**

Ordinance Number 0-86-0007, as amended by Ordinance Number 0-95-0003, adopted by the Board of Chosen Freeholders of the County of Essex, requires that all proposals for negotiated contracts submitted by individuals and/or business entities seeking to provide goods to or to perform services for the County of Essex shall contain a statement setting forth each political contribution by them of \$500.00 or more made within five years next preceding the date of said contract, either directly or indirectly, to any County elected political official, County political party and/or County official, political organization, or any State political party.

Set forth name of County elected official, County political party and/or County official, political organization, or State political party to whom a political contribution of \$500.00 or more was made by proposer within five (5) years of the date hereof.
If none, write "none".

NAME

AMOUNT

None

Proposer JOSEPH A. FONZINO

By

(Signature)

Print or Type Name of Signatory

Joseph A. Fonzino

I, N/A am the duly authorized representative of
(Name of Individual)

Date: 01/07/10

AMERICANS WITH DISABILITIES ACT

EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

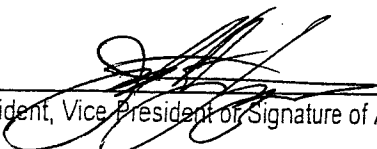
The contractor and the County of Essex, (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

S/



President, Vice President or Signature of Authorized Representative

Joseph A. Fonzino

Print Name

Director/Health Officer

Title

01/07/10

Date

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this proposal.

Name of Business: Township of West Orange
(Print)

Name of Contact Person: Joseph A. Fonzino
(Print)

Correspondence Address (including zip code):

Township of West Orange
66 Main Street
West Orange, NJ 07052

Purchase Order Address (including zip code):

same

Payment Address (including zip code):

same

Telephone Number (including area code): **(973) 325-4124**

Fax Number (including area code): **(973) 325-4005**

E-Mail Address: **healthdept@westorange.org**

Employer I.D. # or S.S. #: **22-600-2396**

FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN REJECTION OF THIS PROPOSAL.

PROPOSER'S AFFIDAVIT

THIS AFFIDAVIT IS PART OF THE PROPOSAL

State of New Jersey

County of Essex

I, Joseph A. Fonzino

(Print Name)

certify that I am the Director/Health Officer

(State Title)

of the business entity submitting this proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the proposal on behalf of the business entity; and that all of the declarations and statements contained in the proposal document are true and accurate to the best of my knowledge and belief.


(Signature of Proposer)

01/07/10

(Date)

NOTARY:

Subscribed and sworn to before me

at West Orange

this 8th day of Jan. 2010


(Notary Public)

DENISE M. URSO

NOTARY PUBLIC OF NEW JERSEY

Commission Expires: Commission Expires 07/14/2014

AUTHORIZATION AND RELEASE

The undersigned hereby:

Releases Essex County, New Jersey, and its affiliates, their respective officers, employees and agents from any liability for any damage whatsoever as a result of any investigation, inquiry, consumer report or investigative consumer report made or received by the County, its representatives and designees.

Authorizes any person, association, firm, company, law enforcement agency or personnel office to furnish any information including but not limited to business reputation, credit history, references, performance, criminal conviction record, civil record, and any other record, as well as any records or reports relating to me or the Company.

_____	N/A	_____
Print Name		Signature

_____	_____	_____	_____
Home Address	City	State	Zip

_____	_____
Phone (Daytime)	Phone (Evening)

Township of West Orange

Company Name

66 Main Street, West Orange, NJ 07052

_____	_____	_____	_____
Company Address	City	State	Zip

01/07/10

Date

Appendix

Revised Contract Language for BRC Compliance Goods and Services Contracts, Professional Service Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor;
- 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) during the term of this contract, the contractor and its affiliates shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:2B-1 et seq.) on all sales of tangible personal property delivered into this State.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor.
2. subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and maintain them on file;
3. prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and
4. during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliate that they collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act. (N.J.S.A.54:2B-1 et seq) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provided proof of business registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided of maintained under a contract with a contracting agency. Information on the law ant its requirements are available by calling 609- 292-9292.

PLEASE NOTE: NON-PROFIT ORGANIZATIONS ARE EXEMPT-HOWEVER NON-PROFIT ORGANIZATIONS MUST PROVIDE A COPY OF THEIR 501C STATUS OR EQUIVALENT.

ASSEMBLY BILL NO. 3130
STATE OF NEW JERSEY
211TH LEGISLATURE
INTRODUCED JUNE 21, 2004
SECTION 1 OF P. L. 2001.C.134 (c.52:32-44)

EFFECTIVE SEPTEMBER 1, 2004, A COPY OF THE BUSINESS REGISTRATION
CERTIFICATE ISSUED BY THE NJ DEPARTMENT OF TREASURY MUST BE PROVIDED
AT THE TIME THE PROPOSAL IS SUBMITTED; FAILURE TO DO SO IS A FATAL
DEFECT THAT CANNOT BE CURED.

TO OBTAIN A BUSINESS REGISTRATION CERTIFICATE, CONTACT THE NEW JERSEY
DIVISION OF REVENUE AT
1-609-292-1730 OR REGISTRARION ONLINE.
www.state.nj.us/treasury/revenue/busregcert

Not Applicable for Government Agencies

Under the Local Public Contracts Law (NJ.S.A. 40A: 11-23.2) failure to submit proof of registration with a bid warrants a mandatory rejection of bids as a non-waivable defect. This applies to construction work, as well as non-construction bids, and Competitive Contracting requests for proposals.

Under case law, this requirement falls into the category of documents where failure to submit proof is deemed a fatal defect that renders the bid proposal unresponsive and one that cannot be cured by the governing body.

To obtain a Business Registration Certificate, contact the New Jersey Division of Revenue at 1-609-292-1730 or register online @<http://www.state.nj.us/treasury/revenue/busregcert.htm>

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

FAILURE TO SUBMIT ONE OF THESE DOCUMENTS WITH THE BID WILL CAUSE YOUR BID TO BE REJECTED, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF ESSEX.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 280 TRENTON, NJ 08646-0280
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 01072	
ADDRESS: 847 ROEBLING AVE TRENTON, NJ 08611	ISSUANCE DATE: 07/14/04	
EXPIRATION DATE: 07/14/05		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

NOT APPLICABLE FOR GOVERNMENT AGENCIES

Instructions For Certification

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The Certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of the Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all proposals for the lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the **List of Parties Excluded from Procurement or Non-procurement Programs**.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally processed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly entered into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

Essex County Division on Aging
50 So. Clinton Street
East Orange, NJ 07018

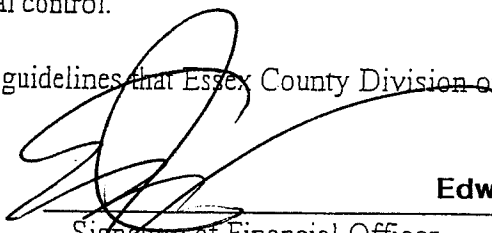
Gentlemen:

I am the Edward J. Coleman, CFO of the Township of West Orange
Title of Chief Financial Officer Name of Grantee

And, in the capacity, I will be responsible for establishing and maintaining the financial accounts for South West Essex Dental Services/West Orange Regional
Name of Project

The accounting system that will be established and maintained for the purpose of this grant will be adequate to:

1. Provide for accurate identification of the receipts and expenditures of Essex County Division on Aging funds by approved budget cost categories.
2. Provide documentation supporting book entry filed in such a way that it can be readily located.
3. Provide accurate and current financial reporting information.
4. Be integrated with a strong system of internal control.
5. Will conform to any and all requirements or guidelines that Essex County Division on Aging may issue.


Signature of Financial Officer

Edward J. Coleman

CFO

Title

Township of West Orange

Name of Grantee



McENERNEY, BRADY & COMPANY, LLC

Certified Public Accountants * A Limited Liability Company

John L. Ezyske, CPA, RMA
Francis M. McEnerney, CPA, RMA
John F. Lauria, RMA

**Report on Internal Control Over Financial
Reporting and on Compliance and Other Matters Based on an Audit of
Financial Statements Performed In Accordance with *Government Auditing Standards***

The Honorable Mayor and
Members of the Township Committee
Township of West Orange
West Orange, New Jersey

We have audited the financial statements of the Township of West Orange, New Jersey as of and for the year ended December 31, 2008, and have issued our report thereon dated May 22, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

As described in Note A, the financial statements were prepared in conformity with the accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with the modified accrual basis, with certain exceptions, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township of West Orange's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Entity's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is a more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township of West Orange's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. We noted certain matters that we reported to management of the Township of West Orange in a separate letter dated May 22, 2009.

This report is intended solely for the information of the Township of West Orange's management, New Jersey Department of Community Affairs, Division of Local Government Services, and the United States Department of Health and Human Services, and is not intended to be and should not be used by anyone other than these specified parties.

McEnerney, Brady & Company, LLC
Certified Public Accountants

Francis M. McEnerney, CPA, RMA
Registered Municipal Accountant #539

Livingston, New Jersey
May 22, 2009



McENERNEY, BRADY & COMPANY, LLC

Certified Public Accountants * A Limited Liability Company

John L. Ezyske, CPA, RMA
Francis M. McEnerney, CPA, RMA
John F. Lauria, RMA

**Report on Compliance with Requirements Applicable to Each Major
Program and on Internal Control over Compliance in Accordance
With OMB Circular A-133 and New Jersey OMB Circular 04-04**

To The Honorable Mayor and
Members of the Township Committee
Township of West Orange
West Orange, New Jersey

Compliance

We have audited the compliance of the Township of West Orange, New Jersey with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* and the New Jersey Office of Management and Budget (New Jersey OMB) State Grant Compliance Supplement that are applicable to each of its major federal and state programs for the year ended December 31, 2008. The Township of West Orange's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants, applicable to each of its major federal and state programs is the responsibility of the Township of West Orange's management. Our responsibility is to express an opinion on the Township of West Orange's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and the State of New Jersey's Office of Management and Budget Circular 04-04, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid". Those standards and OMB Circular A-133 and NJ OMB Circular 04-04 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal and state programs occurred. An audit includes examining, on a test basis, evidence about the Township of West Orange's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Township of West Orange's compliance with those requirements.

In our opinion, the Township of West Orange complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal and state programs for the year ended December 31, 2008.

Internal Control Over Compliance

The management of the Township of West Orange is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal and state programs. In planning and performing our audit, we considered the Township of West Orange's internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Township of West Orange's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal or state program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal or state program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information of the Township of West Orange's management, New Jersey Department of Community Affairs, Division of Local Government Services, and the United States Department of Health and Human Services, and is not intended to be and should not be used by anyone other than these specified parties.

McEnerney, Brady & Company, LLC
Certified Public Accountants

Francis M. McEnerney, CPA, RMA
Registered Municipal Accountant #539

Livingston, New Jersey
May 22, 2009

**TOWNSHIP OF WEST ORANGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
THROUGH DECEMBER 31, 2008**

Federal Funding Department and Description	Ref.	Grant Number	Catalog Number	Grant Period From To	Funds Received	Total Awards	Balance Dec. 31, 2007	2008 Grant	Adjustments	Paid or Charged	Balance Dec. 31, 2008
Passed Through County of Essex: Housing and Urban Development: Community Development Block Grants:											
Program Year 2004	B	B-04-UC-34-0101	14.218	7-27-04 7-27-05		397,375.00	37,359.01		(37,359.01)		
Program Year 2005		B-05-UC-34-0101	14.218	7-27-05 7-27-06		397,375.00	170,525.00		(170,525.00)		226,850.00
Program Year 2006		B-06-UC-34-0101	14.218	7/27/06 7/27/07	25,000.00	366,000.00	273,000.00			45,000.00	367,000.00
Program Year 2007		B-07-UC-34-0101	14.218	7/27/07 7/27/08		367,000.00	367,000.00				581,000.00
Program Year 2008		B-08-UC-34-0101	14.218	7/27/08 7/27/09				\$ 581,000.00			581,000.00
					25,000.00	1,517,750.00	847,984.01	581,000.00	(207,984.01)	45,000.00	1,166,000.00
Direct Program:											
Lower Income Housing	B										
Housing Choice Voucher Program		NJ39V-108- NJ39V-108	14.871 14.871	1-1-07 1-1-08 12-31-07 12-31-08		1,042,419.00 2,086,538.00	89,999.44 89,999.44	1,042,419.00 1,042,419.00	10,529.61 10,529.61	89,999.44 907,109.81	145,838.80 145,838.80
Department of Justice											
Office of Justice Programs	A	2002SHWX0528	-	9-1-02 8-31-05	85,953.70	375,000.00	85,953.70			85,953.70	7,225.00
Cops in School	A		16.607	1-1-07 12-31-07	7,225.00	7,225.00	7,225.00				6,690.00
Bullet Proof Vest Partnership	A		16.607	1-1-08 12-31-08		6,690.00	6,690.00				4,849.25
Bullet Proof Vest Partnership	A		16.607	1-1-04 12-31-04		6,690.00	6,690.00			1,740.75	4,038.52
Bullet Proof Vest Partnership	A		16.607	1-1-03 12-31-03	93,178.70	9,064.00	4,038.52	0.00	0.00	87,694.45	22,902.77
						404,689.00	110,597.22	0.00			
					\$ 1,160,597.70	\$ 4,008,957.00	\$ 1,048,580.67	\$ 1,603,419.00	\$ (197,454.40)	\$ 1,129,803.70	\$ 1,324,741.57

Legend (References)

A - Current Fund

B - Trust Fund

TOWNSHIP OF WEST ORANGE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
THROUGH DECEMBER 31, 2008

State Funding Department and Description	Ref.	Grant Number	Grant Period		Balance Dec. 31, 2007	2008 Grant	Local Match	Cancelled	Paid or Charged	Balance Dec. 31, 2008	
			From	To						Appropriated	Unappropriated
Community Affairs											
Senior Citizen Dental 2008	A	07-201	1-1-08	12-31-08		20,782.00			20,713.68	78.32	
Senior Citizen Nurse 2008	A	07-455	1-1-08	12-31-08		17,171.00			17,171.00		
Recreational Cops for Individuals with Disabilities	A	2008-2212-00	1-1-08	12-31-08		2,000.00			5,979.00	2,000.00	
Smart Future Grant	A	2008-99900-3680-00	1-1-08	7-1-08		5,979.00					
County Offices on Alcoholism, Drug Abuse and Addiction Services:											
West Orange Municipal Alliance	A	190011	1-1-08	12-31-08		59,800.00	14,950.00		37,371.36	37,378.64	
West Orange Municipal Alliance	A	173225	1-1-07	12-31-07		40,477.70		2,949.36	37,528.34		
Division of Criminal Justice											
Safe and Secure Communities Program	A	P4077	7-28-07	7-27-08		57,132.00			57,132.00		
Department of Law and Public Safety											
Cops in Shops	A	07AHFX0020	6-1-07	5-31-09		6,000.00			3,915.16	2,084.84	
Cops in Shops	A	05AHFX0025	6-1-05	5-31-07		0.70			0.70		
Cops in Shops	A	06AHFX0022	6-1-06	5-31-08		2,157.74			2,157.74		
Transportation											
1984 New Jersey Transportation Trust											
Municipal Aid by Formula-FY 08	A					186,000.00				186,000.00	
Bradley Terrace											
Municipal Aid by Formula-FY 05	A					7,323.34			7,323.34		
Conforti Avenue	A,C					100,000.00				100,000.00	
Municipal Aid by Formula-FY 05	A	8704395				3,046.81			3,046.81		
Pleasant Valley Way											
Municipal Aid by Formula-FY 05	A					1,700.00				1,700.00	
Quarry Terrace		8700357									
Municipal Aid by Formula	A					250,000.00			250,000.00		
Walker Road-Section 2						500,000.00				500,000.00	
Municipal Aid by Formula	A					180,000.00			180,000.00		
Walker Road-Section 5						151,700.00			103,072.95	48,627.05	
Municipal Aid by Formula	A,C										
Street Resurfacing											
Municipal Aid by Formula	C										
Jones Place											
Municipal Aid by Formula	A										
Cross Street											

TOWNSHIP OF WEST ORANGE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
THROUGH DECEMBER 31, 2008

State Funding Department and Description	Ref.	Grant Number	Grant Period		Balance Dec. 31, 2007	2008 Grant	Local Match	Cancelled	Paid or Charged	Balance Dec. 31, 2008	
			From	To						Appropriated	Unappropriated
Environmental Protection											
Clean Communities-2008	A	4900-765-042-4900	1-1-08	12-31-08		46,416.00			9,084.71	37,331.29	
Clean Communities-2007	A	4900-765-042-4900	1-1-07	12-31-07	29,656.14				2,075.00	27,581.14	
Clean Communities-2005	A	4900-765-042-4900	1-1-05	12-31-05	19,187.39				14,457.11	4,730.28	
Tree Planting	A	FY02-100-042-4870-079-6120	1-1-02	12-31-02	7,500.00					7,500.00	
Municipal Stormwater Regulation Program	A	WQ05-229 (66,605)	1-1-05	12-31-05	20,619.00					20,619.00	
Recreational Trails Program	A		4-06	6-06	6,659.00			6,659.00			
Health											
Public Health Priority Funding	A	4230-100-046-4E10	1-1-08	12-31-08		48,194.00			48,546.14	1,647.86	
Public Health Priority Funding	A	4230-100-046-4E10	1-1-07	12-31-07	373.18				373.18		
Pandemic Influenza Preparedness	A	08-99-BT-L-Q	1-1-08	8-9-08		12,755.00			12,755.00		
Pandemic Influenza Preparedness	A	07-99-BT-L-Q	11-1-06	6-1-07	93.52				93.52		
Motor Vehicles											
Driving Driving Enforcement Fund	A	6400-100-078-6400	1-1-08	12-31-08		5,880.00			1,205.00	4,675.00	5,545.57
Driving Driving Enforcement Fund	A	6400-100-078-6400	1-1-07	12-31-07	6,010.12				5,016.95	993.17	
Driving Driving Enforcement Fund	A	6400-100-078-6400	1-1-06	12-31-06	6,435.00				6,435.00		
Driving Driving Enforcement Fund	A	6400-100-078-6400	1-1-05	12-31-05	5,886.55				5,886.55		
Human Services											
Public Assistance	E	100-054-7550-121				314,024.98			314,024.98		
Division of Criminal Justice											
Body Armor Replacement Fund	A	1020CJ24515(2008)				11,220.00				11,220.00	
Body Armor Replacement Fund	A	1020CJ21796(2007)				12,469.00			2,277.00	10,192.00	
Body Armor Replacement Fund	A	1020-718-066-1020(2006)			8,135.00					8,135.00	
Body Armor Replacement Fund	A	1020-718-066-1020(2005)			6,989.00					6,989.00	
Body Armor Replacement Fund	A	1020-718-066-1020(2004)			6,086.00					6,086.00	
Body Armor Replacement Fund	A	1020-718-066-1020(2003)			915.79					915.79	
Body Armor Replacement Fund	A	2005-02351-3882-07	1-1-08	12-31-08		25,000.00			75,050.16	25,000.00	
Neighborhood Preservation/Valley	A	2005-02351-3882-07	1-1-06	12-31-06	75,050.16				2,250.08	197,749.92	
Neighborhood Preservation/Valley	A	2005-02351-3882-07	1-1-07	12-31-07	200,000.00						
Juvenile Justice System											
Juvenile Police Academy	A	K77613	5-1-08	12-31-08		21,000.00			12,120.79	8,879.21	
Juvenile Police Academy	A	JJ19-2-06	7-1-07	9-30-07	809.86			809.86			
Department of Environmental Protection											
Wastewater Treatment Fund	A				279,358.00					279,358.00	
Junior League of the Oranges & Short Hills											
DVRT Grant	A		1-1-01	12-31-01	900.00					900.00	

TOWNSHIP OF WEST ORANGE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
THROUGH DECEMBER 31, 2008

Description	Ref.	Grant Number	Grant Period		Balance Dec. 31, 2007	2008 Grant	Local Match	Cancelled	Paid or Charged	Balance Dec. 31, 2008	
			From	To						Appropriated	Unappropriated
State Funding Department and Edward Byrne Memorial Justice Assistance Grant Program	A					11,512.00				11,512.00	
Office of Information Technology											
Enhanced E-911 Equipment Grant	A	07-E-07-330	7-1-07	6-30-08	330,623.00				330,623.00		0.00
Enhanced E-911 General Assistance	A	07-G-07-330	7-1-07	6-30-08	41,398.34				26,831.66	14,398.34	
New Jersey Economic Development Authority											
Hazardous Discharge Site Remediation	A	P16695			425,019.00				105,746.28	319,272.72	
Division of Highway and Traffic Safety											
Impaired Driving Crackdown Grant	A	AL07460137	8-17-07	10-15-07	950.00			950.00	13,000.00	2,000.00	0.00
Pedestrian Safety Enforcement	A	PS08460117	10-1-07	10-31-08		15,000.00			4,675.00		325.00
Over Limit Under Arrest	A	AL081004259	8-15-08	9-1-08		5,000.00					
					\$2,721,071.00	\$ 877,365.98	\$ 14,950.00	\$ 11,568.22	\$ 1,715,839.19	\$ 1,885,879.57	\$ 5,545.57

TOWNSHIP OF WEST ORANGE
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2008

1. General

The accompanying Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State Awards present the activity of all federal and state financial assistance programs of the Township of West Orange. The Township of West Orange is defined in Note A to the Township's financial statements. All federal financial assistance received directly from federal agencies, as well as federal expenditures of financial assistance passed through other government agencies is included on the Schedule of Federal Financial Awards.

2. Basis of Accounting

The accompanying Schedules of Expenditures of Federal and State Awards are presented using the basis of accounting followed by the Township, which is described in Note A, Summary of Significant Accounting Policies, to the Township's financial statements. The information in the Schedule of Expenditures of Federal and State Awards is presented in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations".

3. Relationship to Federal and State Financial Reports

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.

TOWNSHIP OF WEST ORANGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2008

Section I - Summary of Auditors' Results

1. Type of auditors' report issued: Unqualified (Except for Qualification
As Due to Statutory Basis of Accounting)
2. Internal control over financial reporting:
 Material weakness(es) identified? ☐ yes ☒ no
 Significant Deficiencies identified that are
 not considered to be material weakness(es)? ☐ yes ☒ none reported
3. Noncompliance material to financial statements noted? ☐ yes ☒ no
4. Internal control over major programs:
 Material weakness(es) identified? ☐ yes ☒ no
 Significant Deficiencies identified that are
 not considered to be material weakness(es)? ☐ yes ☒ none reported
5. Type of auditor's report issued on compliance
for major programs: Unqualified
6. Any audit findings disclosed that are required to
to be reported in accordance with Section 510(a) of
OMB Circular A-133 and New Jersey OMB Circular 04-04? ☐ yes ☒ no
7. Identification of Major Programs:

<u>Name of Federal Program</u> • Lower Income Housing Assistance Program (Section 8)	<u>CFDA #</u> 14.871
<u>Name of State Program</u>	
• Public Assistance • 1984 NJ Transportation Trust – Municipal Aid by Formula • Office of Information Technology Enhanced E-911 Equipment Grant	<u>GMIS Numbers</u> 7500-150-158010-60 6320-480-078-6320-645-9376936 07-E-07-330

8. Dollar threshold for determining Types A and B programs: \$300,000
9. Auditee qualified as low-risk auditee? ☒ yes ☐ no

Section II - Financial Statement Findings:

None Noted

**Section III – Major Federal and State Award Findings
and Questioned Costs:**

None Noted

Section IV – Prior Year Audit Findings and Questioned Costs:

None Noted

Section V – Corrective Action Plan

Not Applicable

TOWNSHIP OF WEST ORANGE

GENERAL COMMENTS

Scope of Audit

The audit of the financial statements of the Township of West Orange, County of Essex, New Jersey, as required by the Division of Local Government Services, covered the financial transactions of the Treasurer, Tax Collector, and the activities of the Township and the records of the various outside departments.

The audit did not and could not determine the character of services rendered for which payment had been made or for which reserves had been set up, nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the internal review and control before approval of such claims by the governing body.

CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED FOR N.J.S. 40A: 11-4

N.J.S. 40A: 11-4 states "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law....."

The governing body of the Township has the responsibility of determining whether the expenditures in any category will exceed the bid threshold within the fiscal year. The bid threshold is \$17,500 or up to \$25,000 if the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c.198 (c.40A: 11-9). As of July 1, 2006, the bid thresholds increased to \$21,000 and \$29,000, respectively. Where question arises as to whether any contract or agreement might result in violation of the statute, the Township Counsel's opinion should be sought before a commitment is made.

The minutes indicate that bids were requested by public advertising.

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S. 40A: 11-5.

The system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of \$17,500 or \$21,000 "for the performance of any work or the furnishing or hiring of any materials or supplies," other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S. 40A: 11-6.

TOWNSHIP OF WEST ORANGE

Bonded Officials

The following officials were bonded during the year ended December 31, 2008 through policies issued by Western Surety Company:

<u>Name</u>	<u>Title</u>	<u>Amount</u>
Edrie A. Daniels	Municipal Court Adm.	\$ 75,000
Joseph Antonucci	Tax Collector	550,000
Edward J. Coleman	Chief Financial Officer	50,000
Harry L. Starrett	Municipal Judge	75,000
Margaret E. Padovano	Municipal Judge	75,000
Anita Lanfrank	Sr. Data Entry	15,000
JoAnn Behar	Township Clerk	5,000

The Public Employees' Blanket Bond is carried to cover all other officials not specifically covered by a separate bond.

Collection of Interest on Delinquent Taxes and Assessments

The statute provides the method for authorizing interest and the maximum rate to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The governing body adopted the following resolution authorizing interest to be charged on delinquent taxes:

"Not to exceed 8% per annum on the first \$1,500 of the delinquency and 18% on any amount in excess of \$1,500."

"The Township Council by resolution instructed the Tax Collector to permit a ten (10) day grace period in the collection of taxes before a charge of interest is made."

"Be it further resolved that an additional 6% penalty be charged for delinquencies in excess of \$10,000 remaining unpaid at the end of the calendar year in accordance with the amended provisions of N.J.S.A. 54:4-67."

It appears from the examination of the Collector's records that interest was collected in accordance with the foregoing resolution.

Delinquent Taxes and Tax Title Liens

The delinquent taxes at December 31, 2008 consist of unpaid taxes for the year 2008. It is quite evident, that a determined effort has been made to enforce the payment of delinquent taxes.

The last tax sale was held on January 21, 2009 and was completed.

Inspection of tax sale certificates on file revealed that all tax sale certificates were available for audit.

TOWNSHIP OF WEST ORANGE

--

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2008

TOWNSHIP OF WEST ORANGE
COMMENTS AND RECOMMENDATIONS
DECEMBER 31, 2008

CAPITAL FUND:

Finding: Green Acres matching grant receivable on Ordinance #1992-04 of \$103,270.02 has been carried for a number of years.

Recommendation: This receivable should be reviewed in order to determine its collectibility.

Finding: There is a receivable associated with the 2005 NJDEA loan. The loan is being amortized with interest, yet the receivable has not changed.

Recommendation: The receivable of \$2,447,091.00 should be reviewed to determine its collectibility.

FINANCIAL ASSURANCES

This is to certify that the applicant agency, Township of West Orange
has

been informed and understands that:

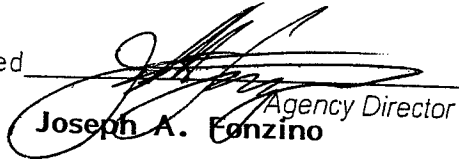
a. There are no start-up monies or cash advances available to Essex County Division on Aging
provider agencies/grantees

b. Reimbursement is made upon submission and approval of quarterly* expenditure reports.

Additionally, Township of
West Orange gives its assurance that the agency has sufficient
(agency name)

funds to cover operational expenses pending reimbursement.

Signed


Joseph A. Fonzino
Agency Director

01/07/10

Date

*Home Friend programs are reimbursed monthly as stipulated by funding source regulation.

HEALTH, EDUCATION, AND WELFARE REGULATIONS UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Township of West Orange

(hereinafter called

(Name of Subgrantee or Secondary Recipient)

the "Subgrantee") HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Health, Education and Welfare (45 CFR Part: 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance from **Essex County DOA** (Name of Grantor)

"GRANTOR"; and HEREBY GIVES ASSURANCE THAT it will immediately take and measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, and transferee, for the period during which the real property or structure is used for a purpose of which the Federal financial assistance extended or for another purpose involving the provisions of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Sub-grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Subgrantees for the period during which the Federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applicants for Federal financial assistance with were approved before such date. The Subgrantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation and

AOA Form 441 (to be completed by applicant for any grant from the State agency designated to implement the Older Americans Act. Where provision of facilities is involved, HEW Form 441 is to be executed.)

Agreements made in the assurance, and that the Grantor or the United States or both shall have the rights to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signatures appears below are authorized to sign this assurance on behalf of the Subgrantee.

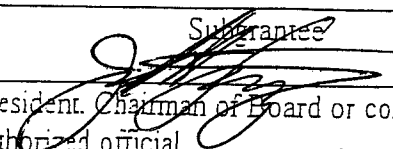
01/07/10

Date

Township of West Orange
66 Main Street
West Orange, NJ 07052

Recipient's Mailing Address

Township of West Orange

By:  **Joseph A. Fonzino**
President, Chairman of Board or comparable
authorized official

Director/Health Officer

Title

APPLICATION FOR ESSEX COUNTY DIVISION ON AGING GRANT
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance to Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency, or by the State of New Jersey;
- b. have not within a 3-year period preceding this application been convicted of or had a civil judgement rendered against them for commission or fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. have not within a 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its sub-grantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.

NAME OF AGENCY

Township of West Orange

NAME AND TITLE OF OFFICIAL SIGNING FOR AGENCY

Joseph A. Fonzino, Director/Health Officer

SIGNATURE OF ABOVE OFFICIAL

DATE SIGNED

01/07/10

NOTE: The following document related to Debarment and Suspension as required by Federal regulations Will be used as the basis for completion of this certification:

List of parties excluded from Federal Procurement of Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents.



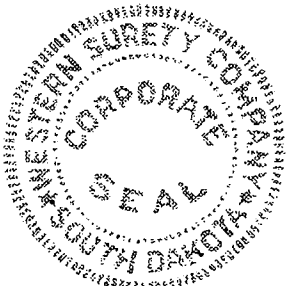
Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 68590858 briefly described as COMPTROLLER - TOWN OF WEST ORANGE,
for EDWARD J. COLEMAN, as Principal,
in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning April 01, 2009, and ending April 01, 2010, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 11 day of March, 2009.



WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Senior Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One COMPTROLLER - TOWN OF WEST ORANGE

bond with bond number 68590858

for EDWARD J. COLEMAN

as Principal in the penalty amount not to exceed: \$50,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Senior Vice President with the corporate seal affixed this 11 day of March, 2009.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

Paul T. Bruflat, Senior Vice President

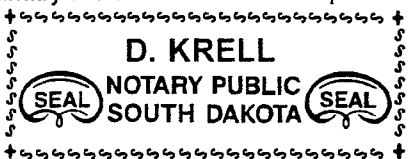
STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 11 day of March, 2009, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Senior Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires November 30, 2012

D. Krell

Notary Public



CONTRACT SIGNATURES AND DATES:

This contract has been signed and sealed by the parties on the dates set forth below.

ATTEST:

COUNTY OF ESSEX

Deborah Davis Ford, Clerk
Essex County Board of Chosen Freeholders

BY: _____ DATE: _____
Joseph N. DiVincenzo Jr.
County Executive

ATTEST:

GRANTEE:

BY: _____ DATE _____

The aforementioned Agreement has been reviewed and approved as to form.

BY: _____ DATE _____
County Counsel
Office of County Counsel

BY: _____ DATE _____
Anibal Ramos, Jr., Director
Department of Citizen Services

BY: _____ DATE _____
Jaklyn DeVore, Director
Division of Senior Services

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Office of County Counsel

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Anibal Ramos, Jr., Director
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BY: _____ DATE: _____
Joseph N. DiVincenzo Jr.
County Executive

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GRANTEE:

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The aforementioned Agreement has been reviewed and approved as to form.

BY: _____ DATE _____
County Counsel
Office of County Counsel

BY: _____ DATE _____
Anibal Ramos, Jr., Director
Department of Citizen Services

BY: _____ DATE _____
Jaklyn DeVore, Director
Division of Senior Services

RESOLUTION

WHEREAS, the Essex County Division of Senior Services has agreed to provide partial funding for a Senior Citizen Public Health Nurse and the Dental Program for the contract period January 1, 2010 through December 31, 2010 in the amount of \$37,871 - January 1, 2011 through December 31, 2011 in the amount of \$37,871 and January 1, 2012 through December 31, 2012 in the amount of \$37,871; and

WHEREAS, the Director of Health/Health Officer has reviewed the annexed agreement and recommends execution and approval; and

WHEREAS, the Township has participated in this program in previous years; and

WHEREAS, annexed hereto is a copy of the agreement;

NOW, BE IT HEREBY RESOLVED, by the Township Council of the Township of West Orange that the Mayor be and is hereby authorized to execute the annexed agreement with the Essex County Division of Senior Services and additional agreements for partial funding of a Senior Citizen Public Health Nurse and the Dental Program and the Municipal Clerk be and is hereby authorized to attest to the Mayor's signature; and it is further

RESOLVED, that a permanent copy of this agreement shall be maintained by the Municipal Clerk and the Director of the Department of Health.