

**BORDENTOWN SEWERAGE AUTHORITY  
COUNTY OF BURLINGTON  
STATE OF NEW JERSEY**

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

Notice is hereby given that sealed qualifications/proposals for professional services, in accordance with *N.J.S.A. 40A:11-5* and *N.J.S.A. 19:44A-20.5*, will be received by the Administrative Manager of the Bordentown Sewerage Authority. The sealed qualifications/proposals will be opened and recorded at the Authority's office, 954 Farnsworth Avenue, Bordentown, NJ 08505 on ~~Thursday, September 29, 2022 at 10:00AM~~, **Thursday, October 13, 2022 at 10:00am** by the Administrative Manager and/or the Executive Director. Each sealed envelope containing a proposal shall be plainly marked "A Proposal for Banking Services" on the outside to clearly show the specific service for which an individual or firm is submitting a proposal.

Each submission to be considered shall comport to the criteria set forth in the Request for Proposals. The Request for Proposals may be obtained online posted on the Bordentown Sewerage Authority website [www.bordentownsa.org](http://www.bordentownsa.org), under the Proposals & Contracts menu.

Elizabeth Kwelty  
Administrative Manager  
Bordentown Sewerage Authority

## REQUEST FOR PROPOSAL

### I. Background:

Bordentown Sewerage Authority is seeking proposals from financial institutions to provide the Authority's primary banking services.

One (1) original, paper/hard copy marked "A Proposal for Banking Services" will be **received no later than 10:00am**, local time prevailing, on ~~September 29,~~ **October 13, 2022** addressed to:

Bordentown Sewerage Authority  
Elizabeth Kwelty, Administrative Manager  
954 Farnsworth Avenue, PO Box 396  
Bordentown, NJ 08505

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.

All proposals submitted shall be binding for ninety (90) calendar days following the above due date.

Proposals received by the Bordentown Sewerage Authority after the time specified will not be considered.

All information required by the "Request for Proposal" must be supplied to constitute a valid proposal.

### II. Terms of the Banking Agreement:

A. The effective date of the agreement is anticipated to be **December 1, 2022**.

B. Proposals will be accepted from parties which:

1. Have the capacity to provide services with an experienced professional staff.
2. Are fully qualified as a "Public Depository" pursuant to NJSA 17:9-41, or otherwise known as the Governmental Unit Protection Act. **Please submit a copy.**

C. The Bordentown Sewerage Authority requires all banking institutions submitting a proposal to have a satisfactory rating by Federal examiners

under the Federal Community Reinvestment Act (CRA). **Please submit a copy of the most recent rating.**

- D. The Bordentown Sewerage Authority is not liable for any costs incurred in the preparation of proposals.
- E. The Bordentown Sewerage Authority reserves the right to conduct personal interviews or require oral presentations of any or all proposers prior to selection. The Authority will not be liable for any costs incurred by the proposer in connection with such interviews. (i.e. travel, accommodations, etc).
- F. By submitting a proposal, the proposer certifies that they have fully read and understands the "Request for Proposal" and have full knowledge of the scope, nature, quantity, and quality of the work to be performed.
- G. The proposer shall furnish such additional information as the Bordentown Sewerage Authority may reasonably require. The Authority reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- H. The Bordentown Sewerage Authority reserves the right to reject any/or all proposals or to informally negotiate certain points of the final agreement with a qualified proposer. The Bordentown Sewerage Authority reserves the right to split the relationship among different financial institutions if such would provide the Bordentown Sewerage Authority an overall cost savings. The Authority reserves the right to waive minor irregularities in the procedures. The Authority further reserves the right to seek new proposals when such a procedure is in its best interest. The Authority shall not be obligated to provide reasons for the rejection of any proposal.
- I. The Bordentown Sewerage Authority does not guarantee any minimum or maximum volume activities or balances. All vendors are to indicate unit prices for all services. Failure to submit all information requested will be considered non-responsive and may be disqualified.
- J. The successful financial institution will be required to submit a Business Entity Disclosure Certification for Non-Fair and Open Contracts required pursuant to N.J.S.A. 19:44A-20.8.
- K. The successful financial institution will be required to submit a valid Business Registration Certificate pursuant to N.J.S.A. 52:32-44.

- L. Services and pricing must be guaranteed and locked in for a minimum of three (3) years.
- M. The fees/formulas/services indicated in the RFP are those that will be in effect for the duration of the Contract. The bidder certifies that the formula for affixing the rate of interest and the guaranteed minimum interest rate will be in effect for the duration of the Contract.

**III. Evaluation of Proposals:**

The Contract will be awarded to the institution that best meets the needs of the Bordentown Sewerage Authority. The following criteria will be used but not limited to for the evaluation of this proposal:

- A. Responsiveness of the proposal related to the scope of the work.
- B. Qualifications of the individuals who will perform the service and overall knowledge and familiarity with the operations of an Authority.
- C. Ability, capacity, and skill of the financial institution to perform the services on a timely basis, including staffing and familiarity with the subject matter.
- D. Location (distance) of primary office in relation to the Authority's administrative office.
- E. Experience of the financial institution in establishing and maintaining similar accounts.
- F. Cost.
- G. The reputation, stability, and longevity of the institution.

**IV. General Information & Required Services**

- A. The banking services detailed in this section are to be performed for the Bordentown Sewerage Authority. The Authority reserves the right to terminate such contract by giving ninety (90) days advance written notice.
- B. It is the intent of the Bordentown Sewerage Authority to have one single banking institution provide all the general banking service needs of the Authority (except for services such as investments-, short- and long-term loans, lease financing, etc. which will be negotiated separately).

- C. The total sewer rents billed for fiscal year 2021 was \$4,343,514.82. All sewer rent collections are deposited into the Revenue Account.
- D. The 2022 adopted Authority budget was \$5,133,485.00. The audited cash on deposit as of the year ended November 30, 2020 was \$5,577,778.00.
- E. The Bordentown Sewerage Authority will maintain multiple separate bank accounts including, but not limited to:
1. Revenue Account
  2. Operating Checking Account
  3. Operating Deposit Account
  4. Payroll Account
  5. Unemployment
  6. Performance Guarantee
  7. Connection Fee Account
  8. Developers Escrow Account
  9. Escrow Disbursement Accounts (multiple accounts as needed for developer cash bonds)
- F. Interest is to be calculated on all funds. The formula for calculating interest must be listed on the attached proposal form. Interest will be calculated on the average daily collected balance and will be credited to each account monthly on the final business day of each month. Automatic interest transfers will occur from selected accounts to Revenue.
- G. The Bordentown Sewerage Authority issues approximately 600 checks annually from the Authority's Operating checking account and pays 15 employees bi-weekly from its payroll checking account. The operating account acts as the central disbursement account for all disbursements except for payroll and developer's escrow. Other banking activity for a 4-month period is shown in the graph below.

| <b>Banking Activity</b>                             | <b>January<br/>2022</b> | <b>February<br/>2022</b> | <b>March<br/>2022</b> | <b>April<br/>2022</b> | <b>Total<br/>4 Months</b> |
|---|-------------------------|--------------------------|-----------------------|-----------------------|---------------------------|
| <b>Deposits Processed (at local branch)–Revenue</b> | 15                      | 25                       | 20                    | 16                    | 76                        |
| <b>ACH Debits - Received</b>                        | 1                       | 7                        | 5                     | 4                     | 17                        |
| <b>ACH Credits - Received</b>                       | 60                      | 84                       | 79                    | 83                    | 306                       |
| <b>Returned Checks - Revenue</b>                    | 0                       | 2                        | 1                     | 1                     | 4                         |

|   |    |    |    |    |     |
|---|----|----|----|----|-----|
| <b>Domestic Wire Out – Revenue to Trustee</b> | 1  | 1  | 1  | 1  | 4   |
| <b>Checks Paid - Operating</b>                | 50 | 18 | 86 | 66 | 220 |
| <b>Stop Payments</b>                          | 0  | 0  | 4  | 1  | 5   |
| <b>Book Transfer- Debit</b>                   | 6  | 6  | 6  | 6  | 24  |
| <b>Book Transfer- Credit</b>                  | 6  | 6  | 6  | 6  | 24  |

- H. The banking institution shall allow Authority staff to drop-off the Authority's daily deposits without waiting for the deposits to be processed.
- I. The banking institution shall provide deposit slips and deposit bags, check stock, and depository stamps for all accounts to the Authority as needed at no direct cost or fee.
- J. The banking institution shall provide the ability to process employee direct deposits for payroll, with at least two repositories per employee.
- K. All checks that are "Returned Items" will be mailed by the bank to Authority finance office personnel within the time limit prescribed by the U.C.C. These returned items shall be presented to the Authority no less than 50% of their original size and shall be legible.
- L. All deposits and/or wires that are received by 3:00pm will receive credit for that day.
- M. The proposal shall provide locations of bank branches in close proximity to Bordentown Sewerage Authority.
- N. The Bordentown Sewerage Authority requires, at a minimum, the following no fee services on all their accounts as well as future accounts:
  - 1. Overdraft/Non-sufficient funds item
  - 2. Uncollected Funds
  - 3. Stop Payment
  - 4. Certified Check
  - 5. Telephone transfer
  - 6. Wire Transfer-Incoming and Outgoing
  - 7. Monthly Maintenance
  - 8. Per paid check
  - 9. Per Deposit Item
  - 10. Check copies

11. Deposited item returned
  12. Faxed Copies
  13. Statements including cleared check imaging
- O. The successful banking institution **must** provide full service on-line banking software. The on-line banking software **must** have the capability of providing for the following:
- a. Wire transfers – Incoming and Out-going
  - b. Same day inquiry of Incoming and Out-going wires
  - c. Stop payments
  - d. ACH transfers
  - e. Book transfers
  - f. Statement retrieval
  - g. Next day inquiry of account balances.
  - h. Next day inquiry of account activity.
  - i. At least one (1) year prior account information lookup
  - j. Front and back images of all checks paid must be available for at least one (1) year.
  - k. Ability for the Authority to require multiple user approval levels in combination with RSA SecurID tokens (or similar) for out-going wires.
  - l. Escrow account system for multiple accounts
- P. The successful banking institution will maintain the various Authority accounts, providing monthly statements via mail and online no later than the 7<sup>th</sup> day of the following month along with front and back images of all checks paid. The statement cut-off date for all accounts shall be the last banking day of the month. All accounts will receive monthly statements regardless of activity.
- Q. The Authority expects the financial institution to provide at least next business bank day availability for checks being deposited in the Authority accounts.
- R. The successful banking institution will provide monthly account analysis to include bank earnings credit, itemized fees, interest rate used to calculate interest paid and interest earned to be credited to the Authority.

**V. RFP Response Forms:**

1. The cost proposals submitted to the Authority must be all inclusive. Compensating balance levels, reserve requirements, etc. should be

addressed. All services not mentioned or general services incidental to the operations of accounts maintained by the Authority and not addressed are expected to be provided at no cost.

2. All forms indicated in section VII.
3. A completed Proposal Sheet "A" must be submitted with your proposal. The Authority requests that all questions be answered, and all information provided.

**VI. Questions and Additional Information:**

1. To ensure fair consideration for all responses, the Authority prohibits communication to or with any official, department, or employee during the submission process except in writing directly to the Administrative Manager.
2. The Administrative Manager can be reached in writing or by phone at (609) 291-9105 with any questions relative to interpretation of specifications or the RFP no later than 1:00pm on September 12, 2022.

Elizabeth Kwelty, Administrative Manager  
Bordentown Sewerage Authority  
954 Farnsworth Avenue  
Bordentown NJ 08505

Responses will be in writing and available to all proposers as addenda to this RFP on the Authority's website.

<https://bordentownsa.org/proposalscontracts/request-for-proposals/>

**VII. Checklist of documents to submit with proposal:**

- Sheet "A" Banking Proposal
- Receipt of Addenda
- Affirmative Action Compliance Notice
- Non-Collusion Affidavit
- Statement of Ownership Disclosure
- Disclosure of Investment Activities in Iran
- C. 271 Political Contribution Disclosure Form



- d. Please initial that the banking institution agrees to the “Terms of the Banking Agreement”, Section II of the RFP.

*INITIAL:*\_\_\_\_\_.

- e. Please initial that the banking institution agrees to all other provisions of the RFP that are not included above.

*INITIAL:*\_\_\_\_\_.

- f. Please initial that the banking institution has provided copies of the certificates that were requested in Section II, subsections B and C of the RFP.

*INITIAL:*\_\_\_\_\_.

**Note:** If additional space is required for response to this RFP, it is appropriate to utilize additional sheets of paper. Please attach the additional sheets to this proposal.

**Bordentown Sewerage Authority  
RFP: Banking Services**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

Addenda will be posted on the Authority's website:  
<https://bordentownsa.org/proposalscontracts/request-for-proposals/>

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

| <u>Addendum Number</u> | <u>Dated</u> | <u>Acknowledge Receipt</u><br>(initial) |
|------------------------|--------------|---|
| _____                  | _____        | _____                                   |
| _____                  | _____        | _____                                   |

**No addenda were received:**

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

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

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

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

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

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_

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

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

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

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



**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

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

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Home Address (for Individuals) or Business Address |
|---------------------------------------|--|
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|---|----------|
|   |          |
|   |          |

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Home Address (for Individuals) or Business Address |
|---|--|
|   |  |
|   |  |
|   |  |

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Bordentown Sewerage Authority** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Authority** to notify the **Authority** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Authority** to declare any contract(s) resulting from this certification void and unenforceable.

|                    |  |        |  |
|--------------------|--|--------|--|
| Full Name (Print): |  | Title: |  |
| Signature:         |  | Date:  |  |

**BORDENTOWN SEWERAGE AUTHORITY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Bidder/Offeror:** \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Executive Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

**I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

**COMPLETE THE INFORMATION IN THE BOX BELOW TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH A SEPARATE SHEET WITH THE INFORMATION REQUESTED IN THE BOX BELOW FOR EACH ADDITIONAL ENTREE.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

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

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”





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

**County Name: Burlington**

State: Governor, and Legislative Leadership Committees

Legislative District #: 7

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

County:

Freeholders

County Clerk

Sheriff

Surrogate

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

Bordentown City

Bordentown Township

Boards of Education (Members of the Board):

Bordentown Regional School District

Fire Districts (Board of Fire Commissioners):

Bordentown Township Fire District No. 1

Bordentown Township Fire District No. 2