

Community Affirmative Action And Contractor Compliance



SECTION 4- COMMUNITY AFFIRMATIVE ACTION

OBJECTIVE

The Township's objective is to ensure its continued on-going involvement in associations, community based programs, and activities that include minorities and women, and encourage all employees including minorities and women to increase their participation.

4.1 COMMUNITY ACTION PROGRAMS

The Township of Montclair is committed to its involvement in community affairs. Members of the staff, council and employee body at large serve on various boards and are active in community organizations (e.g. NAACP, Conversations on Race Program, Essex County Urban League, etc.), which include minorities and females, thus enhancing the flow of minority and/or women applicants for employment and participants in community programs.

The Township publishes a periodic newsletter and bi- annual Recreation & Cultural Affairs Calendar which includes activities of interest. Both of these publications are made available to employees and Township residents.

Individual flyers announcing ethnic and cultural activities are also posted throughout the Township and encourage participation by all employees, including minorities and women as part of the Township's ongoing community outreach efforts.

4.2 MINORITY SUPPLIER PROGRAM

The Township of Montclair's Purchasing Office, as part of the Township's Minority, Women, and Small Business Enterprise Affirmative Action Program will promote the development of Minority Business utilizing a listing of certified MBE/WBE/SBE enterprises.

4.3 PROGRAM OBJECTIVES

The Township of Montclair will continue efforts under its MBE/WBE/SBE program to identify, develop, and utilize women and minority vendors in supplying the Township with the goods and services required to support its daily operations.

4.4 CONTRACT COMPLIANCE

All Township contractors, lessors, vendors and suppliers will be provided copies of the Township's Affirmative Action Policy Statement by the Purchasing Agent. The Township will include non-discrimination clauses in all bid documents, contracts and leases. Contractors, lessors, vendors and suppliers will agree to comply with all state and federal Equal Employment Opportunity and Affirmative Action mandates as required or requested by the Township. It is the stated intention of the Township to award all contracts and leases, especially for state or federally-funded projects, to contractors, lessors, vendors and suppliers who have, or participate in, a written Affirmative Action Plan subject to the New Jersey bidding law, and other legal, practical, and economic considerations.

4.5 CONTRACT COMPLIANCE BASED ON TOWNSHIP ORDINANCE

All contractors, vendors and suppliers are required to comply with Ordinance #06-10 (Chapter 8 of the Code of the Township of Montclair) which reiterates the requirement of Local Public Contracts Law, and mandates affirmative action by all service providers doing business with the Township of Montclair.

TOWNSHIP OF MONTCLAIR
MUNICIPAL BUILDING
205 CLAREMONT AVENUE
MONTCLAIR, NEW JERSEY 07042
973-744-1400

Dear MBE/WBE/SBE Contractor:

The municipal Council of the Township of Montclair has enacted Ordinance #06-10 (Chapter 8 of the Code of the Township of Montclair) to supplement the township's ongoing policy on equal opportunity, and reaffirms its program for qualified Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and Small Business Enterprise (SBE).

The Township has established a goal of awarding contracts to minority owned businesses, woman owned businesses, and small businesses for the purchase of goods and services. To ensure the success of the program we need your participation.

Safeguards are required to ensure that only M/W/S business enterprises certified by the State of New Jersey is included in the program, and that your business is a qualified participant under the Montclair program. If your business has not been certified please contact the below listed agencies to have your business certified.

CERTIFYING AGENCIES

NJ Transit

Office of Business Diversity
One Penn Plaza
Newark, NJ 07106
(973) 491-8065

NJ Department of Environmental Protection

Office of Equal Opportunity & Public
Contract Assistance
P.O. Box 402
Trenton, NJ 08625-0402
(609) 984-9742

NJ Department of Transportation

Office of Civil Rights/Contract Compliance
P.O. Box 600
Trenton, NJ 08625-0600
(609) 530-2000 Ext. 3888

NJ Commerce & Economic Growth Commission

Office of Business Services
P.O. Box 820
20 West State Street
Trenton, NJ 08625
(609) 292-2146

If you would like your business to be considered for vending and/or contracting opportunities with the Township of Montclair, please complete the attached Vendor's Registration Form and return to:

Affirmative Action Officer
Township of Montclair
205 Claremont Avenue
Montclair, NJ 07042

To ensure efficient processing of your registration form, please attach a copy of your State of New Jersey Registration/Approval Certificate as evidence of your eligibility to participate in the program. If your business has not yet been registered/certified with an appropriate State agency, your (Montclair) Vendor Registration will be held in an inactive status pending receipt of evidence of your designation and certification by the State of New Jersey.

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VENDOR'S REGISTRATION FORM

Minority Business Enterprise (**MBE**)
Women Business Enterprise (**WBE**)
Small Business Enterprise (**SBE**)

Please Type or Print in Ink

Firm's Name _____ Date _____

Firm's Mailing Address _____

City _____ State _____ Zip-Code _____

Federal Tax I.D. No. _____ Soc. Sec. No. _____

Tel. No. _____ Contact Person _____

A. Type of Organization (Please Circle One)

(a) Corporation **(b)** Sole Proprietorship **(c)** Partnership **(d)** Other

**B. Do you presently have a contract with the State of New Jersey, Division of Purchasing?
If so, please include a copy of your Notice of Term Award.**

C. Indicate Goods and/or Services provided by your (MBE/WBE/SBE) business:

Goods

Services

1) _____ 9) _____ 1) _____ 9) _____

2) _____ 10) _____ 2) _____ 10) _____

3) _____ 11) _____ 3) _____ 11) _____

4) _____ 12) _____ 4) _____ 12) _____

5) _____ 13) _____ 5) _____ 13) _____

6) _____ 14) _____ 6) _____ 14) _____

7) _____ 15) _____ 7) _____ 15) _____

8) _____ 16) _____ 8) _____ 16) _____

(Attach separate sheet if necessary)

D. Indicate Type of Business (Please Check One)

- 1) _____ Small Business (Annual sales of less than \$100,000)
- 2) _____ Medium Business (Annual sales of less than \$1,000,000)
- 3) _____ Large Business (Annual sales of more than \$1,000,000)

Number of Employees: (Please Check One)

- 1) _____ Less than 50
- 2) _____ More than 50

E. Minority/Sex Identification: (Please Circle One of the Following)

MINORITY:

- a) **BLACK** - A person having origins in any of the black racial groups of Africa.
- b) **HISPANIC** - A person of Spanish or Portuguese culture, with origins in Mexico, Puerto Rico, Cuba, South or Central America, or the Caribbean Islands, regardless of race.
- c) **ASIAN AMERICAN** - A person having origins in any of the original peoples of the Far East, Southeast Asia, Indian Sub-Continent, or the Pacific Islands.
- d) **AMERICAN INDIAN or ALASKAN NATIVE** – A person having origins in any of the original peoples of North America.

MINORITY BUSINESS ENTERPRISE (MBE):

- a) A sole proprietorship, partnership or joint venture owned and controlled by minorities in which at least 51% of the ownership interest is held by minorities, and the management and daily business operations are controlled by one or more of the minorities who own it; or
- b) A corporation or other business authorized under the laws of the United States whose management and daily business operations are controlled by one or more minorities; who own at least 51% of the stock, and is owned by one or more of its minority group members.

WOMEN BUSINESS ENTERPRISE (WBE):

- a) A sole proprietorship owned and controlled by a woman;
- b) A partnership or joint venture owned and controlled by women in which at least 51% of the ownership is held by women, and the management and daily business operations of which are controlled by one or more women who own it; or
- c) A corporation or other business entity authorized under the laws of the United States whose management and daily business operations are controlled by one or more women who own it, and least 51% of the stock is owned by one or more women.

SMALL BUSINESS ENTERPRISE (SBE):

An enterprise that is independently owned and operated, and has 100 or fewer employees.

F. Note to Registrants:

The Township of Montclair maintains a current prospective MBE/WBE/SBE listing categorized by commodities for the purpose of inviting sealed bids and quotations. To be placed on the appropriate commodities list, please complete this registration form and return to:

**Affirmative Action Officer
Municipal Building
Township of Montclair
205 Claremont Avenue
Montclair, NJ 07042**

PLEASE SUBMIT A COPY OF YOUR CERTIFICATION AS A MINORITY VENDOR.