

**Request for Proposals  
Dredging Plan for Greenwood Lake**

**Greenwood Lake Commission**

Attention: Ella F. Filippone, Ph.D., Project Manager  
c/o PRC, 330 Speedwell Avenue, Morristown, NJ 07960  
OR

P.O. Box 1110, Greenwood Lake, NY 10925

October 21, 2009

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## **1. Request for Proposal in Brief**

### 1.1 Deadline:

Proposals for the development of a “Dredging Plan for Greenwood Lake” (Dredging Plan) must be received by 5:00 pm on November 13, 2009.

### 1.2 Delivery Location:

Greenwood Lake Commission  
c/o PRC, 330 Speedwell Avenue, Morristown, NJ 07960 OR  
P.O. Box 1110, Greenwood Lake, NY 10925

### 1.3 Format:

Applicants must submit eleven (11) unbound hard copies of their proposal to the Greenwood Lake Commission. Proposals should be printed on 8.5” x 11” paper. Any larger documents, such as maps, may be submitted as supplemental information.

### 1.4 Contact Information:

Questions or comments can be directed to Ella F. Filippone, Project Manager, 973-532-9830, [efilippone@gwlc.org](mailto:efilippone@gwlc.org).

### 1.5 Funding:

The Dredging Plan project will be funded by a grant from the United States Environmental Protection Agency (EPA) and all applicable federal funding rules apply. In order to be fully funded by the EPA grant the Dredging Plan must be completed and submitted to the Greenwood Lake Commission by June 30, 2010.

## **2. Purpose and Intent**

The Greenwood Lake Commission (Commission) is issuing a Request for Proposals (RFP) for the purpose of soliciting bids to develop plans to dredge the New Jersey section of Greenwood Lake (Dredging Plan). The results of this planning effort will be used to assist the Commission to obtain funding and permits to dredge portions of the New Jersey section of Greenwood Lake. The Dredging Plan should include analyses of existing data regarding lake sediments and bathymetry, evaluation of the areas of Greenwood Lake where dredging would provide the most ecological/economic benefits compared to costs, evaluation of dredging methods, evaluation of disposal methods and locations for dredged materials, and information needed to apply for relevant dredging permits. Section 4 provides further detail regarding the content of the Dredging Plan. The Commission intends to award a contract to develop a Dredging Plan to the applicant whose proposal is most advantageous to the project, with price, sufficient experience, and other factors listed in the Evaluation Criteria (Section 6.1) considered.

## **3. Background**

### 3.1 Greenwood Lake:

Greenwood Lake is a 9 mile long bi-state lake located in the New York/New Jersey Highlands. The lake has a 27 square mile watershed that is located in the towns of West Milford in New Jersey, and Warwick and the Village of Greenwood Lake in New York. The lake has several

tributary streams, the largest of which is Belcher Creek on the New Jersey side. The lake level is maintained at a dam along the lake's southeastern shore in New Jersey which is operated by the New Jersey Department of Environmental Protection (NJDEP) and State Park Service. Water from Greenwood Lake flows into the Monksville and Wanaque Reservoirs and other potable water sources in northeastern New Jersey.

Historically, Greenwood Lake provided its shoreline towns with exceptional recreational opportunities and economic benefits. Residents and tourists enjoyed swimming, boating, hiking, and the beautiful scenery centering on the lake. Marinas, restaurants and beaches bustled with sightseers, vacationers and local patrons. The pressures of extensive use, shoreline development, and conversion of summer cottages to year-round residences, however, have taken a toll on Greenwood Lake. The lake is choked with weeds and algae from excessive nutrients. Septic sewage treatment systems designed for seasonal use cannot perform successfully on a year-round basis. The decline in Greenwood Lake's water quality was paralleled by an economic decline, as the lake's recreation and scenic value deteriorated.

### 3.2 Greenwood Lake Commission:

The Commission is a bi-state agency created by the state legislatures of New York and New Jersey with the goal of protecting the natural, recreational, and scenic resources of Greenwood Lake and its watershed. The Commission has received funding from the US Environmental Protection Agency (EPA) to implement a three-part program to restore and protect Greenwood Lake. This RFP is the beginning of Project 3, Planning for the Dredging of Greenwood Lake.

### 3.3 Greenwood Lake Total Maximum Daily Load (TMDL) for Phosphorus:

According to the *Amendment to the Northeast Water Quality Management Plan: Total Maximum Daily Load for Phosphorus to Address Greenwood Lake*, 43% of the lake's phosphorus load comes from internal loading.<sup>1</sup> The "Restoration and Protection" Plan (Project 1) recommends that portions of the lake be dredged in order to remove excess sediment and decrease the amount of total phosphorus in the lakebed.<sup>2</sup> Reducing the amount of phosphorus in the lakebed will help reduce nuisance algae and weeds that grow in the lake. Dredging will also improve boating and other recreation on the lake.

### 3.4 Site Challenges:

Almost all of the shoreline of Greenwood Lake is privately owned and built on. This feature significantly limits the space available for staging a dredging operation and should be taken into consideration when evaluating dredging methods and disposal locations.

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<sup>1</sup> New Jersey Department of Environmental Protection, Division of Watershed Management. 2004. Amendment to the Northeast Water Quality Management Plan, Total Maximum Daily Load for Phosphorus to Address Greenwood Lake in the Northeast Region. Proposed: June 7, 2004; approved: Sept. 2004.

<sup>2</sup> Greenwood Lake Commission & Passaic River Coalition. 2009. Restoration and Protection of the Natural Resources of the Greenwood Lake Watershed in New Jersey.

#### 4. Dredging Plan Requirements

The following topics should be covered by the Dredging Plan:

##### 4.1 Extent of Dredging:

Dredging all of Greenwood Lake in New Jersey is economically infeasible so the Dredging Plan should evaluate several dredging alternatives of varying areal extents and depths. The Commission should be consulted as such plans are considered. The Dredging Plan should include an estimate of the total material to be removed by each alternative. Dredging the lake, if done appropriately, could have the following benefits:<sup>3</sup>

- ◆ Fewer algae and weeds would grow in the lake because some of the nutrients in the bottom lake sediments would be removed. Almost half of the phosphorus loading in Greenwood Lake comes from these bottom sediments.
- ◆ The composition of the plants and fish that grow in the lake in the future should improve so that fewer invasive species are present.
- ◆ Boats would have more space to maneuver without getting grounded or caught up in weeds, roots or stumps.
- ◆ Opportunities for swimming should be improved.
- ◆ The sediments and organic matter dredged out of the lake could be used beneficially to restore the soil on degraded upland sites.
- ◆ The capacity of the lake to hold water would be increased so that more water could be diverted to the downstream reservoirs if needed.

The benefits to be derived from each dredging alternative proposed should be evaluated.

##### 4.2 Sediment Coring and Analysis:

The data from past studies of sediment coring and analyses should be studied and interpreted. Reference to these studies is made in the “Restoration and Protection” Plan.<sup>4</sup> These data should be used to estimate the locations where removal of the sediments by dredging would reduce phosphorus loadings, nuisance algal and weed growth, and provide other ecological benefits.

The Dredging Plan should indicate whether or not additional sediment sampling and analysis will be needed prior to actual dredging, and include a plan for gathering these data. (NJDEP approval of data collection, and actual data collection would not be part of this Dredging Plan. Note that the sediment analysis will have two components: physical and chemical. At a minimum the physical analyses should include natural water content, plasticity analyses (Atterberg limits), grain size analyses, specific gravity for fine sediments, and in situ density determinations for coarse-grained sediments. Sediment samples must be collected following the protocol in the NJDEP Field Sampling Procedures Manual.

For the chemical analyses, the sediments should be analyzed for pollutants that would inhibit the ability to dredge or to place the dredged material. The sediment sampling must be completed under an NJDEP approved Quality Assurance Project Plan (QAPP) and utilize the NJDEP Soil Criteria to assure all chemical parameters are included. The chemical analysis should also include Total Phosphorus to supplement data from the TMDL.

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<sup>3</sup> *Ibid.* Section IV.B.

<sup>4</sup> Greenwood Lake Commission & Passaic River Coalition. 2009. Restoration and Protection of the Natural Resources of the Greenwood Lake Watershed in New Jersey.

#### 4.3 Dredging Equipment and Methods:

The Dredging Plan should evaluate a variety of dredging equipment and methods in order to determine which are the most economical and most appropriate for the site. As mentioned in Section 3.4, the limited availability of staging areas should be taken into consideration.

#### 4.4 Sediment Dewatering and Disposal:

The Dredging Plan should include a Dewatering Plan that identifies an appropriate location for dewatering, and outlines erosion control measures. Erosion control is an important component of dewatering in order to prevent an algal bloom from occurring if too much phosphorus or nitrogen from the dredged sediment gets back into the lake during the dewatering process.

Based on the results of the chemical analyses of the sediments from past studies, the Dredging Plan should evaluate a variety of disposal alternatives and locations, including potential beneficial uses. Sediment disposal recommendations must meet the requirements of the United States Army Corps of Engineers (USACE) Dredged Material Testing. They would also be required to have an Acceptable Use Determination under the NJDEP Land Use Regulation program.

#### 4.5 Bathymetric Survey:

The Commission has previously conducted a bathymetric survey of Greenwood Lake. However, it is not of permit grade. A new bathymetric survey should be planned as part of the Dredging Plan. The new survey would not be performed until within six months of the actual start of the dredging project and contain a minimum coverage between transects of 200-ft.

#### 4.6 Permits:

The Dredging Plan should include available information necessary for obtaining USACE and NJDEP permits for dredging. This includes, but is not limited to, aerial photography, original construction plans, core borings, and/or other information showing that dredging will go no deeper than the original configuration and bottom contours of the lake and will not enlarge it beyond its original configuration. Since Greenwood Lake has an area greater than 5 acres, the permit also requires a United States Geological Survey (USGS) quad map showing all of the upstream land and water surface area which drains to the lake. This map should be marked to identify the main land uses in the watershed. There should be a list of the sources of sediment in the lake, including all stormwater pipes, outfalls, ditches, and similar features that discharge directly into the lake or that discharge into a tributary to the lake within 1,000 feet of the lake. The study should also include an estimate of the percentage of the watershed that is covered by impervious surfaces.

#### 4.7 Estimated Cost and Time Frame

The Dredging Plan should include cost estimates for dredging the lake based on, but not limited to:

- ◆ the amount of material to be dredged
- ◆ the dredging equipment
- ◆ dewatering
- ◆ disposal methods and location
- ◆ permit fees

The plan should also provide an estimated time frame for completing the dredging.

## **5. Proposal Submission**

The following must be included in the applicant's proposal. Incomplete proposals will not be considered.

### **5.1 Applicant Description**

The applicant should provide the following information about itself:

- i. How many years has your organization been in business under its present business name?
- ii. Under what other or former names has your organization operated?
- iii. If your organization is a corporation, provide the following information: date of incorporation; State of incorporation; president's name; vice president's name; secretary's name; and treasurer's name.
- iv. If your organization is a partnership, provide the following information: date of organization; type of partnership; and names of general partners.
- v. If your organization is individually owned, provide the following information: date of organization; and name of owner.
- vi. What was your organization's operating budget for FY2009?
- vii. Has your organization ever failed to complete any contract awarded to it?
- viii. Within the past five (5) years, has any officer or principal of your organization ever served as an officer or principal of another organization when it failed to complete a contract?
- ix. Are there any judgments, claims, arbitration proceedings, or lawsuits pending or outstanding against your organization or its officers?
- x. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five (5) years?
- xi. Has any owner made a claim against you that has resulted in arbitration or litigation within the past five (5) years?
- xii. Has your organization or any of its officers or owners ever been convicted of a crime, or are they presently the target of any criminal or administrative investigation?
- xiii. Has your organization or any of its officers or owners ever been disqualified, suspended, or debarred from a contract with any federal, State, or local government entity?

If the answer to any question "vi" through "xii" is yes, please provide details.

The applicant should provide description of previous dredging projects they have worked on. The proposal should also include the resumes of the principal staff who will be leading the study.

### **5.2 Technical Proposal:**

In this section the applicant should describe its plans and approach for completing the Dredging Plan described in Section 4. The applicant must demonstrate its understanding of the requirements in Section 4 and convey its ability to fulfill said requirements successfully.

### **5.3 Project Schedule:**

The applicant should provide a schedule for completing the Dredging Plan.

### **5.4 Project Budget:**

The applicant should provide a detailed project budget for completing the Dredging Plan.

## 5.5 Forms:

The following forms must be completed and submitted with the proposal:

### 5.5.1 New Jersey Affirmative Action Employee Information Report:

The applicant must complete an Affirmative Action Employee Information Report, or alternatively, must supply either (1) a New Jersey Affirmative Action Certificate or (2) evidence that the bidder is operating under a federally approved or sanctioned affirmative action program. This requirement is a prerequisite to entering into a valid and binding contract with the State.

### 5.5.2 Non-profit Registration Reporting (if applicable):

The applicant shall supply proof of its registration with the Directory of Registered Charities maintained by the New Jersey Department of Community Affairs, as well as a letter of determination issued by the Internal Revenue Service establishing that it is exempt from Federal taxation pursuant to Section 501(c)(3) of the Federal Internal Revenue Code, if applicable.

### 5.5.3 Business Registration Reporting (if applicant is a for-profit business):

Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, should be submitted by the applicant with the proposal. No contract shall be executed without proof of business registration with the Division of Revenue. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730.

### 5.5.4 Pay to Play:

All applications (other than those submitted by non-profit organizations) are subject to the provisions of N.J.S.A. 19:44A-20.13 et seq., N.J.S.A. 19:44A-20.26 et seq., and Executive Order 117 (P.L. 2005 c. 51 and P.L. 2005 c.271, E.O. 117, collectively “Pay to Play”). Compliance with these statutes shall constitute a material term and condition of the application, and these statutes shall be binding upon the parties thereto upon the entry of a Contract. All bidders must complete and submit with their bid proposals the following forms, in accordance with their instructions: (1) Ownership Disclosure Form; (2) Contractor Certification and Disclosure of Political Contributions Form (P.L. 2005, c. 51); and (3) Vendor Certification and Political Contribution Disclosure Form (P.L. 2005, c. 271) (Exhibit F). (Forms are included in PayToPlay.pdf.)

Applicants further are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, section 3) if the bidder receives contracts in excess of Fifty Thousand (\$50,000.00) Dollars from a public entity in a calendar year. It is the bidder’s responsibility to determine if filing is necessary. Failure to so file will preclude a proposal award and can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

## 6. Evaluation

After submission Dredging Plan proposals will be reviewed by the Greenwood Lake Commission. An applicant may be required to give an oral presentation to the Commission concerning its proposal. The Commission may also require an applicant to submit written responses to questions about their proposal. The purpose of an oral presentation or written response is for the applicant to clarify the proposal; the original proposal, however, may not be

changed, supplemented, or corrected in any way. A request to give an oral presentation or respond to written questions should in no way be construed to imply acceptance or rejection of a proposal.

#### 6.1 Evaluation Criteria:

The Commission will review proposals based on the following criteria, whose significance in the evaluation process are indicated:

1. The applicant's general approach and plans in meeting the requirements of this RFP (15%);
2. The applicant's detailed approach and plans for completing the Dredging Plan (15%);
3. The applicant's documented experience in working on dredging projects (15%);
4. The qualifications and experience of the applicant's key personnel (15%);
5. The applicant's financial viability and organizational history (10%);
6. The applicant's monetary proposal for development of Dredging Plan (20%);
7. MBE/WBE involvement with project (10%).

#### 6.2 Selection:

The Commission will select a proposal and award a bid with reasonable promptness and inform the applicant by written notice. Any or all bids may be rejected if the Commission determines that it is in the public interest to do so.

## **7. Additional Information**

#### 7.1 Applicant Responsibility:

The applicant assumes sole responsibility for the complete effort required by this RFP. No special consideration shall be given after bids are opened because of a bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, each bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP. The bidder further represents that it has made its own calculations, based on the information provided and its own research and experience, of costs, expenses, and revenues, for which the Commission bears no liability.

#### 7.2 Contents of Bid Proposal:

The entire content of every bid proposal will be opened publicly and becomes a public record. This is the case, notwithstanding any statement to the contrary made by a bidder in its bid proposal. As public records, all bid proposals are available for public inspection. Interested parties may make an appointment with the Project Manager to inspect bid proposals received in response to this RFP.

# 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: Passaic**

State: Governor, and Legislative Leadership Committees

Legislative District #: 26, 34, 35, 36, & 40

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

County:

Freeholders

County Clerk

Sheriff

Surrogate

Registrar of Deeds

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

Bloomington Borough

Passaic City

Wanaque Borough

Clifton City

Paterson City

Wayne Township

Haledon Borough

Pompton Lakes Borough

West Milford Township

Hawthorne Borough

Prospect Park Borough

West Paterson Borough

Little Falls Township

Ringwood Borough

North Haledon Borough

Totowa Borough

Boards of Education (Members of the Board):

Bloomington Borough

Passaic City

Totowa Borough

Clifton City

Passaic County Manchester Regional

Wanaque Borough

Haledon Borough

Passaic Valley Regional

Wayne Township

Hawthorne Borough

Paterson City

West Milford Township

Lakeland Regional

Pompton Lakes Borough

West Paterson Borough

Little Falls Township

Prospect Park Borough

North Haledon Borough

Ringwood Borough

Fire Districts (Board of Fire Commissioners):

None

## STOCKHOLDER DISCLOSURE CERTIFICATION

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

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

Stockholders:

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

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



# INSTRUCTIONS FOR COMPLETING THE AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORMAA302)

**IMPORTANT:** READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.

**ITEM 1** - Enter the Federal Identification Number assigned to the contractor or vendor by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, but not yet issued, write the words "applied for",

or

If your business is such that you have not, or will not receive a Federal Employer Identification Number, enter the Social Security Number assigned to the single owner or to a partner, in case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the appropriate box for the total number of employees in the entire company. "Entire Company" shall include all facilities in the entire firm or corporation, including part-time employee, not just those employees at the facility being awarded the contract.

**ITEM 8** - Check the box appropriate to your type of company establishment. Single-establishment Employer shall include an employer whose business is conducted at only one physical location. Multi-establishment Employer shall include an employer whose business is conducted at more than one location.

**ITEM 9** - If multi-establishment was entered in item 8, enter the number of establishments within the State of New Jersey.

**ITEM 10** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 11** - Enter the name of the Public Agency awarding the contract. Include City, State and Zip Code.

**ITEM 12** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category.

**Racial/Ethnic Groups will be defined:**

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

**ITEM 13** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 14** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 15** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**ITEM 16** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**ITEM 17** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 18** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

**TYPE OR PRINT IN SHARP BALL POINT PEN**

**THE CONTRACTOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT RENEWAL FORM (AA302) AND RETAIN ONE (1) COPY FOR THE CONTRACTOR'S OWN FILES. FORWARD TWO (2) COPIES TO:**

**Affirmative Action Office  
Department of the Treasury  
State House  
P.O. Box 209  
Trenton, New Jersey 08625-0209  
Telephone No. (609) 292-5475**