

Cumberland County Improvement Authority

REQUEST FOR PROPOSAL

CCIA EQUIPMENT FINANCING PROGRAM

Bid Opening: February 16, 2017 at 10:00 AM

Specification: 2017-36

TABLE OF CONTENTS

| SECTION | PAGES |
|------------------------------------|--------------|
| Advertisement for Bid | 1 |
| General Instruction and Conditions | 2 - 9 |
| Bid Check List | 10 |
| Corporate Disclosure Statement | 11 - 12 |
| Addenda Acknowledgment | 13 |
| Affirmative Action Response | 14 |
| Non-Collusion Certificate | 15 |
| Proposal Forms | 16 - 17 |

ADVERTISEMENT FOR REQUESTS FOR PROPOSALS

Cumberland County Improvement Authority
2 North High Street
Millville, New Jersey 08332

Notice is hereby given that sealed RFP responses from qualified banking institutions to provide tax-exempt equipment financing in connection with a program developed by the CCIA (the "Equipment Finance Program" or "Program") will be received by the Cumberland County Improvement Authority, 2 North High Street, Millville, New Jersey, 08332, until 10:00 AM prevailing time, on **February 16, 2017** at which time the RFP's will be publicly opened and read aloud.

RFP shall be made on the forms provided and in the manner prescribed.

RFP shall be submitted in sealed envelopes bearing the name and address of the bidder and shall be marked as follows:

Equipment Financing Program Proposal Specification No: 2017-36

This RFP is being solicited through a fair and open process in accordance with the requirements of N.J.S.A. 19:44A-20.4.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

All respondents must comply with P.L. 1977, C. 33 and submit a Disclosure Statement listing stockholders with the bid.

All respondents must provide a copy of their State of New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, along with copies of the State of New Jersey Business Registration Certificate of all sub-contractors, at the time the bid is submitted.

Any contract awarded as a result of this solicitation shall commence on the date of execution of the contract and expire at the end of two years.

Bid specifications may only be obtained from the Cumberland County Improvement Authority through its website, www.ccia-net.com. If you have any questions contact Gerard Velazquez at jvelazquez@ccia-net.com.

SECTION II

GENERAL INSTRUCTIONS AND CONDITIONS

For the purposes of these specifications, the term "Authority" shall refer to the Cumberland County Improvement Authority.

1. RFP Submission

Specifications shall be submitted on the Form supplied herein. Forms shall be returned in sealed envelopes addressed to:

Cumberland County Improvement Authority
2 North High Street
Millville, New Jersey 08332

The envelope shall be marked in the front lower-left quadrant as follows:

Bid For: Equipment Finance Program
Specification No.: 2017-36

The Authority accepts no liability for bids opened in error due to the absence of such notation.

Submission must include one (1) original packet on paper, plus a full copy of the submission on CD or USB flash drive in PDF format. **The Original shall be unbound with no staples, fastened by a clip on the upper left corner.** Submissions must be made in the manner designated herein.

2. Time For Making Award

The Cumberland County Improvement Authority shall award a contract or reject all bids within sixty (60) days after the bid opening.

3. Award

The Cumberland County Improvement Authority will award a contract for participation in its Equipment Finance Program based upon your proposal submitted. The Authority retains the right to decide what services and costs are in its best interest.

4. Program Structure

The Authority intends to implement an Equipment Finance program in order to facilitate the provision of tax-exempt, fixed rate financing to Local Government Participants. The goal of the program is to reduce the administrative and financial

burden on participants seeking such financing. The Authority is requesting proposals from banking institutions interested in partnering in this innovative program. Eligible uses for the financing would include transportation and public safety equipment, telecommunications and office equipment, and energy conservation equipment.

The structure for this Equipment Finance Program will be that the Authority and the Bank will work together to facilitate the financing to the Local Government Participants. Cumberland County Improvement Authority's role would be that of an administrator, assisting interested borrowers to submit applications to the Bank. The direct borrower will be the municipality, school district, sewerage authority, municipal/county utilities authority, fire district or County itself. The banking institution would provide the financing. The Authority will not provide guaranties or assurance with regard to repayment, and its role will be limited to that of coordination and promotion of the program.

The anticipated benefit of the program is to save the borrower money through reduced fees/costs and to facilitate access to fixed rate, tax-exempt financing with greater ease and efficiency.

5. Proposal Format

Proposals should address the following questions:

1. Describe your banking institution's experience with similar financing programs, including energy efficiency financing.
2. Discuss your institution's capabilities to perform the required administrative services the Program demands. The Lender will be required to conduct any required underwriting, coordinate the closing of all financing, maintain detailed records of outstanding loans and account balances, etc.
3. Provide proposed financing details (including but not limited to: terms, minimum/maximum loan amounts, rates, proposed fees/costs, percentage of equipment cost that may be financed, and any other pertinent information.
4. Amount of time necessary to approve each application once the Program documents have been established.
6. Information needed to approve each loan.
7. Identify what type of equipment could be financed in the Program, and list any specific exclusions.
8. Identify the person(s) who will be responsible for this account and comment on their availability to serve the Authority and the Participants.
9. The Authority would like to facilitate fixed rate, tax-exempt financing. Identify how the tax-exempt, fixed rate will be established giving consideration to the varying terms the Program will likely continue to experience.

10. The Authority would be interested in reviewing any alternative program structure or proposal that could lower the borrowing cost of the Participants or simplify the process and administration.

11. Please provide a form of the Application and all other Program Documentation that you would require in connection with this Program.

12. Complete the Form A-1 hereto with regard to your Proposal as it relates to the calculation of pricing for the Program.

6. Evaluation Criteria

Proposals will be evaluated on the following:

- a) The ability to meet the Program's financing needs, as they are specifically stated in this proposal, including relative benefits and deficiencies of the proposal as compared to other proposals.
- b) Interest generation method and fees incurred.
- c) Terms of Financing and ease of Application Process.
- d) Experience in administering similar Programs and working with Public and Local Governmental Entities
- e) Other services/Program details identified in your proposal.

Any contract award shall be based upon the proposal that provides the maximum benefit to the Authority and Local Government Participants while insuring reliable and effective service.

After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Authority, to clarify or verify the banking institution's proposal and to develop a comprehensive assessment of the proposal.

The Authority reserves the right to consider historical information and fact, whether gained from the proposal, question-and-answer conference, references, or any other source, in the evaluation process.

7. Public Disclosure

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its bid, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52: 25-24.2, PL 1977, Chapter 33). If one or more stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock of the individual partners owning ten percent (10%) or more of that partnership, as the case may be, must also be listed.

Failure to supply this information shall be cause for disqualification of a bidder.

8. Insurance

As further assurance to the Cumberland County Improvement Authority, but not in any way limiting the bidder's liability for indemnification, the bidder shall be required to keep in force at a minimum the following insurance throughout the term of the contract:

- a. Professional Liability
\$1,000,000.00 error and omissions per occurrence
- b. Worker's Compensation and Employer's Liability
- c. Comprehensive general liability covering both bodily injury and property damage with limits of \$1,000,000.00 per accident.
- d. Comprehensive automobile liability insurance including operation of owned, non-owned and hired automobiles covering bodily injury with limits of \$1,000,000.00 per person and \$1,000,000.00 per accident and property damage with limits of \$1,000,000.00 per accident.

The bank shall provide with the bid a certificate of insurance providing for the coverage indicated above. The Cumberland County Improvement Authority shall be named as additional insureds on all insurance certificates. The successful bidder shall from time to time provide the Cumberland County Improvement Authority with such further assistance as may be requested to substantiate that such insurance is in full force and effect.

9. Affirmative Action

If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 50:5-31 et seq. and N.J.A.C. 17:27. Following is the required regulatory text:

EXHIBIT A
N.J.S.A. 10:5-31 and 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 for 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 or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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 and 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 at N.J.A.C. 17:27.

10. Americans With Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans With Disabilities language that is included as below and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 01 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 there unto, 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 that 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 the Agreement or otherwise at law.

11. Disclosure of Contributions to New Jersey Election Law Enforcement Commission

Bidders are advised that of the 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, s.3) if the bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Bidder's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

12. Proof of Business Registration

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate ("BRC"). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292 – 1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services to 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. 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; and
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false 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 not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292 – 1730.

13. Questions

Questions concerning this bid invitation may be directed to the Cumberland County Improvement Authority via email to Gerard Velazquez, Executive Director, at jvelazquez@ccia-net.com. The Subject Line shall read: "2017 Computer Consulting, RFP No. 2017-17." All questions must be received forty-eight (48) hours prior to Bid Opening.

14. Contract Period

Prices, Fees, and Finance Terms must be firm and remain constant for the duration of a 2 year agreement commencing on the date of execution of the contract and expire at the end of two years.

BID DOCUMENT SUBMISSION CHECKLIST
Cumberland County Improvement Authority

Failure to complete and submit the following documents is a mandatory cause for the bid to be rejected (N.J.S.A. 40A:11-23.2).

| Required With Submission of Bid (Owner's Checkmarks) | | Initial Each Item Submitted with Bid (Bidder's Initials) |
|--|--|--|
| ✓ | A statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2 | |
| ✓ | If applicable, bidder's acknowledgment of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications, or bid document(s) | |
| ✓ | A listing of subcontractors as required by N.J.S.A. 40A:11-16 | |
| ✓ | Copies of Treasury Business Registration Certificates for all Contractors and Suppliers | |

Failure to submit the following documents may be a cause for the bid to be rejected (N.J.S.A. 40:11-23.1b).

| Required With Submission of Bid (Owner's Checkmarks) | | Initial Each Item Submitted with Bid (Bidder's Initials) |
|--|---|--|
| ✓ | Affirmative Action Requirements | |
| ✓ | Submission of a Non-Collusion Certificate (this form must be Notarized) | |
| ✓ | Insurance Certificate | |

Signature: The undersigned hereby acknowledges and has submitted the above-listed requirements.

Name of Bidder: _____

By Authorized Representative

Signature: _____

Printed Name and Title: _____

Date: _____

CORPORATE DISCLOSURE STATEMENT P.L. 1977, C. 33

Any bidder who is a corporation or partnership must comply with the provisions of New Jersey Public Law, 1977, c. 33, enacted March 8, 1977, and submit with its bid prior to the receipt of the bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock, of any class or all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more stockholders or partners 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, must also be listed.

A. Name of Bidder _____

| | | | |
|----|--------------------|-------|-------|
| B. | Type of Business | Yes | No |
| | 1. Individual | _____ | _____ |
| | 2. Partnership | _____ | _____ |
| | 3. Corporation | _____ | _____ |
| | 4. Other (Specify) | _____ | _____ |

| C. | OWNERS NAMES | ADDRESS | % STOCK OWNED |
|----|--------------|---------|---------------|
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Also noted above, if one or more stockholders or partners named above 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, must also be listed.

CONTINUED ON NEXT PAGE

A. Name of Business Owning 10% or more of Bidder _____

| | | | |
|----|------------------|-------|-------|
| B. | Type of Business | Yes | No |
| 1. | Individual | _____ | _____ |
| 2. | Partnership | _____ | _____ |
| 3. | Corporation | _____ | _____ |
| 4. | Other (Specify) | _____ | _____ |

| | | | |
|----|-------------------------|---------|---------------|
| C. | NAME OF BUSINESS OWNERS | ADDRESS | % STOCK OWNED |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

The bidder shall complete additional disclosure sheets as necessary to provide disclosures at all levels

Person Completing Form _____
Official Position _____
Date _____
Signature _____

NOTE: NO BID WILL BE AWARDED UNLESS THE ABOVE STATUTE IS COMPLIED WITH.

ADDENDA ACKNOWLEDGMENT
Cumberland County Improvement Authority

FAILURE TO COMPLETE AND SUBMIT THIS ADDENDA ACKNOWLEDGMENT WITH BID WILL RESULT IN AUTOMATIC REJECTION OF THE BID.

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications, or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

| Local Unit Reference Number or Title Addendum/Revision | | How Received (mail, fax, pick-up, etc.) | | <i>Date Received</i> |
|--|--|---|--|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Acknowledgment by bidder:

Name of Bidder: _____

By Authorized Representative

Signature: _____

Printed Name and Title: _____

Date: _____

AFFIRMATIVE ACTION REQUIREMENTS
PROCUREMENT AND SERVICE CONTRACTS

"Bidders are required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27)."

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a procurement contractor must present one of the following to the Cumberland County Improvement Authority:

- a. An existing Federally approved or sanctioned affirmative action program.
- b. A State of New Jersey Certificate of Employee Information Report Approval.
- c. If the successful Contractor cannot present "a" or "b", he/she will be required to submit a completed Employee Information Report (Form AA302). This form will be made available to the successful contractor by Cumberland County Improvement Authority.

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

(a) If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

Yes _____ No _____

(a) If yes, please submit a copy of such certificate.

***NOTE: A CONTRACTOR'S BID MUST BE REJECTED AS
NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY
WITH THE AFFIRMATIVE ACTION REQUIREMENTS.***

COUNTY OF CUMBERLAND
NEW JERSEY

NON-COLLUSION CERTIFICATE

The undersigned bidder hereby specifically certifies that, to the best of his knowledge and belief, the annexed bid proposal for the above named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder so any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from the bid list.

Undersigned bidder further certifies that he has the necessary authority to sign this stipulation stating he has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with above named project.

This certification may be treated for all purposes as a sworn statement made under oath as equivalent affirmative and subject to the provisions of N.J.S.A. 2C:23-1 through N.J.S.A. 2C:23-3, inclusive, and relevant sequential sections, and if applicable, 13 U.S.C. 1001, et. seq.

Signature: _____

(Type or print name as signed above)

Position: _____

Company: _____

Dated: _____

Bank Name _____

Address _____ P.O. Box _____

Cumberland County Improvement Authority

EQUIPMENT FINANCE PROGRAM PROPOSAL

This page should be included in RFP Submittal

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Person Completing Proposal _____ Title _____

Authorized Agent _____ Title _____

Agent's Signature _____ **Date** _____

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

NOTE: The fees/formulas/terms/services indicated in this proposal are those which will be in effect for the duration of the contract. The bidder also certifies that, should the bank be merged, sold, or consolidated, that this agreement shall remain in full.

The contract will be awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Cumberland County Improvement Authority

EQUIPMENT FINANCE PROGRAM PROPOSAL

This page should be included in RFP Submittal

**Form A-1
CCIA EQUIPMENT FINANCING PROGRAM
Finance Rate Calculation Table**

Please provide us with pricing detail as of close of business on **February 13, 2017** using the follow table. It is expected that this formula will be used to price each loan on the day of pricing.

| Term (in years) | Index* | Index Adjustment (%)** | Spread to Adjusted Index*** | Tax-Exempt Rate |
|------------------------|---------------|-------------------------------|------------------------------------|------------------------|
| 3 | | | | |
| 5 | | | | |
| 7 | | | | |
| 10 | | | | |
| 15 | | | | |

* Provide what index is being used
** Provide percentage of the index being used
*** Spread to be added to the Index Adjustment