

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry
DATE: August 21, 2018
RE: Agenda Item – Bus Purchase Financing

Recommend the Board approve the financing for the purchase of two 2019 Blue Bird Vision 54 passenger busses to replace busses that are aging out of our fleet. Purchase will be through the National Joint Purchase Alliance contract # 102115-BBB. Cost per bus is \$83,792.14. Financing is being acquired Municipal Leasing Consultants at the rate of 3.349% for a 5 year term. Annual payments will be \$35,915.09. Funds will be annually appropriated in the general fund for this expense.



Municipal
Leasing
Consultants



T: 802.372.8435 F: 802.372.4775
powerofleasing.com
powerofenergyfinancing.com

July 10, 2018

Scott D. Henry
School Business Administrator
Glassboro Board of Education
560 Joseph Bowe Blvd.
Glassboro, NJ 08028

Dear Scott,

Municipal Leasing Consultants, an independent woman-owned business, is pleased to present the following proposal to lease certain capital equipment pursuant to the following terms and conditions:

LESSOR: Municipal Leasing Consultants, its Agents or Assignee

LESSEE: Glassboro Board of Education, NJ

EQUIPMENT: Two (2) Buses

EQUIPMENT COST: \$168,000.00 Approximately

PAYMENT STRUCTURES: **Tax-Exempt Lease Purchase**
Five (5) Years – Annual Payments
Five (5) Annual Payments of \$35,915.09
First payment of \$35,915.09 due 8/30/18 and Annual thereafter
(i.e. \$168,000.00 x .213780 = \$35,915.09)

RATE: **3.349%**

As part of the proposal process, we encourage you to contact us to discuss the intricacies of our proposal and your specific goals. There are many variations available to our proposed financing structure, which can be "fine tuned" as our dialog progresses.

The preceding costs are estimates and thus, the payment amount would be changed in proportion to the actual cost. The Vendor(s) will be paid upon the Lessee's authorization and the execution of mutually acceptable documentation.

THE ABOVE QUOTES ARE FIXED FROM **JULY 10, 2018 TO AUGUST 10, 2018** IN ANTICIPATION OF **CLOSING / FUNDING** BY THIS DATE. THEREAFTER, THE RATE WILL FLOAT AND NOT BE LOCKED IN UNTIL DOCUMENTS ARE PREPARED FOR CLOSING AND WILL BE BASED ON THE LIKE TERM SWAP RATES.

EQUIPMENT ACCEPTANCE DATE:

This proposal is based on both the assumption and the condition that any and all equipment will be delivered to and accepted by Lessee prior to July 10, 2019

OPTION AT LEASE EXPIRATION:

At the lease expiration, the Lessee shall have the right to purchase the equipment for One dollar (\$1.00), assuming the lease is not in default and all terms and conditions of the lease have been met.

NET LEASE:

This lease will be a net lease transaction with maintenance, acceptable insurance coverage, taxes and any legal fees the responsibility of the Lessee.

LEASE AMORTIZATION SCHEDULE:

Amortization schedules with separate principal and interest cost breakdown will be provided with the final documentation.

WARRANTIES:

Lessor is bidding only as to the provision of lease purchase financing for the purchase cost of the equipment and will have no responsibility to the Lessee or any other person for the selection, furnishing, delivery, servicing or maintaining of the equipment. All equipment manufacturer or vendor warranties will be passed to the Lessee under the agreement.

NON-APPROPRIATION:

The lease payments shall be subject to annual appropriation for each fiscal year.

BANK OR NON-BANK QUALIFICATION:

Lessee reasonably anticipates the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee during calendar year 2018, will not exceed ten million (\$10,000,000.00) dollars.

FINANCIAL STATEMENTS:

If applicable, Lessee shall furnish Lessor with its financial statement for the last three (3) fiscal years and its current year fiscal budget.

AUTHORIZED SIGNORS:

The Lessee's governing board shall provide MLC with its resolution or ordinance authorizing this Agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION:

The Lessee's counsel shall furnish MLC with an opinion of counsel letter covering this transaction and the documents used herein.

REIMBURSEMENT:

If Lessee intends to be reimbursed for any equipment cost associated with this agreement, intent for reimbursement from the proceeds of this Agreement must be evidenced, and must qualify under the Treasury Regulation Section 1.150.2.

DOCUMENTATION:

All documentation will be provided by Lessor, its Agents or Assignee, and must be satisfactory to all parties concerned.

ESCROW FUNDING:

- *If applicable*, a GUDPA approved escrow account can be established to make disbursements for a \$500 fee. The proceeds of the lease will be deposited into an Escrow Account. Interest earnings will accrue to the benefit of the Lessee.

We will need the following prior to disbursements from escrow:

1. Payment Request and Acceptance Certificate signed by authorized signer
2. Vendor Invoice with payment instructions (wire or check)
3. W-9 for Vendor
4. Vehicles – Front and Back of Certificate of Origin listing the bank as lien holder (This will be given to the customer and vendor after final credit approval.
5. Insurance Certificate – Listing the applicable property and liability coverage and listing the lease number, equipment and any VIN#'s.

PREPAYMENT OPTION:

The Lessee will have the option to prepay on any payment date for 101% of the remaining balance.

BASIS OF PROPOSAL:

This proposal is based upon financing being provided by Lessor and should not be construed nor relied upon as a commitment. Such a commitment is subject to formal credit review, approval and execution of mutually acceptable documentation. The contract, and not the proposal, will set forth the agreement between the parties.

We appreciate the opportunity to provide this proposal and look forward to working with you in the future. If the foregoing meets with the Town's approval, please date and sign the acceptance below and return the signed proposal to the undersigned via email or fax to 802-372-4775. Failure to consummate this transaction once credit approval is granted will result in a \$695.00 fee being assessed to the Town. Formal credit approval will be pursued upon receipt of the signed proposal and complete credit package. **Credit approval normally takes ten (10) to fourteen (14) business days.**

If you have any questions or need further information, please do not hesitate to contact me at 802-372-8435.

The foregoing is acknowledged and accepted as of the 17th day of July, 2018.

Glassboro Board of Education, NJ

By: 

Title: Business Admin.

Sincerely,
Renee Piche

Renee M. Piché
President

Glassboro BOE, NJ - 5 years

Compound Period: Annual

Nominal Annual Rate: 3.349 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1	Loan	08/10/2018	168,000.00	1	
2	Payment	08/30/2018	35,915.09	5	Annual 08/30/2022

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	08/10/2018				168,000.00
1	08/30/2018	35,915.09	308.29	35,606.80	132,393.20
2018 Totals		35,915.09	308.29	35,606.80	
2	08/30/2019	35,915.09	4,433.85	31,481.24	100,911.96
2019 Totals		35,915.09	4,433.85	31,481.24	
3	08/30/2020	35,915.09	3,379.54	32,535.55	68,376.41
2020 Totals		35,915.09	3,379.54	32,535.55	
4	08/30/2021	35,915.09	2,289.93	33,625.16	34,751.25
2021 Totals		35,915.09	2,289.93	33,625.16	

5	08/30/2022	35,915.09	1,163.84	34,751.25
2022 Totals		35,915.09	1,163.84	34,751.25
Grand Totals		179,575.45	11,575.45	168,000.00

The Glassboro Board of Education

County of Gloucester New Jersey

Quote for Lease Purchase Financing Quote Opening: 1:00 P.M., July 10, 2018

THREE YEAR QUOTE PROPOSAL FORM

*QUOTE PROPOSAL FORM

Name of Respondent:

Municipal Leasing Consultants

Address:

7 Old Town Lane

Grand Isle, VT 05458

Contact:

Renee M. Piche

Phone: 802 372 8435

Fax #:

E-mail:

reneepiche@powerofleasing.com

A. INTEREST RATE BID..... 3.349 %

B. Submission Date Rate: The ICE Data Market Reports for like term Constant Maturities as of Friday prior to bid.

2.886 %

C. Date and Term of ICE Swap Rate Constant Maturity: Dated 6/29/18 Term

5

D. Alternative Index Proposed Check if Applicable.....

N/A

E. Purchase Option Rate (number of basis points

below interest rate quoted or expressed as a percentage above the outstanding principal balance.) 101 %

F. Additional Costs. If there are any additional costs associated with this closing, then please place an 'X' in the space provided and include a detailed list and total amount on (sheet)

:d

\$500 ESCROW

Proposal submitted by:

Authorized Signature

Renee M. Piche

Printed Name

Title:

President

Date:

7/5/18

*(All Quotes must be submitted on this form to be considered responsive, failure to do so will be grounds for Quote rejection. Proposal letters need not be included or substituted for this form.)

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the Quote. However, we will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. Yes No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report Yes No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "NO" to both questions No. 1 and 2, you must apply for an affirmative action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to us within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: Renee M. Piche

Signature Renee M. Piche

Title President Date 7/5/18

Name of Company Municipal Leasing Consultants

Address 7 Old Town Lane

City, State, Zip Grand Isle, VT 05458

NON-COLLUSION AFFIDAVIT

STATE OF New York
~~VERMONT~~

COUNTY OF ^{SS:} Fulton
~~Grand Isle~~

I, Renee Piche of the City of
Grand Isle

in the County of Grand Isle and the State of
VERMONT

of full age, being duly sworn according to law on my oath depose and say that:

I am President of the firm of
municipal leasing consultants
Position in Company

and the Respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential Respondents, or otherwise taken any action in restraint of free, competitive Quoting in connection with the above named Quote, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said Quote.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

municipal Leasing consultants
(Print Name of Contractor/Vendor)

Subscribed and sworn to:

Renee M. Piche
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 5th day of July, 2018.
Month Year

Linda M. Gilbert
NOTARY PUBLIC SIGNATURE

My commission expires may 12
Seal - Month Day Year

LINDA M. GILBERT
Notary Public, State of New York
No. 01GI5077557
Print Name of Notary Public
Qualified in Fulton County
Commission Expires May 12, 2019

LINDA M. GILBERT
Notary Public, State of New York
No. 01GI5077557
Qualified in Fulton County
Commission Expires May 12, 2019

To be completed and signed below.

Return with bid.

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

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 Included with
All Bid and Proposal Submissions**

Name of Business: Municipal Leasing Consultants
Address of Business: 701d Town Lane Grandville, MI
Name of person completing this form: Kenee M. Piche
N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.
Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

I certify that 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.

OR

I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: Renee M. Fitch Name: _____

Address: 7 Old Town Lane Address: _____
Grand Isle, VT 05458

Name: _____ Name: _____

Address: _____ Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this 5th day of
July Linda M. Gilbert, 2018.
(Notary Public)
My Commission expires: May 12, 2019

LINDA M. GILBERT
Notary Public, State of New York
No. 01G15077557
Qualified in Fulton County
Commission Expires May 12, 2019

State of New York
County of Fulton
Subscribed to and sworn to before me
this 5th day of July, 2018
Linda M. Gilbert

Renee M. Piche
(Affiant)
Renee M. Piche
(Print name of affiant and title if applicable)
(Corporate Seal if a Corporation)

Contractor/Vendor Questionnaire/Certification

Name of Company Municipal Leasing Consultants
Street Address 7 Old Town Lane PO Box _____
City, State, Zip Grand Isle, VT 05458
Business Phone Number (802) 372-8435 Ext. _____
Emergency Phone Number (802) 355-6376
FAX No. (802) 372-4775 E-Mail Renee.Piche@powerofleasing.com

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Glassboro Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board or their immediate family members are directly or indirectly interested in this Bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the Bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Glassboro Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Glassboro Township Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

Renee M. Piche

President or Authorized Agent

Renee M. Piche

Signature

Acknowledgement of Addenda

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of Quoting and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

No Addenda Received

Name of Company Amundson Leasing Consultants
Address 17 Old Town Lane P.O. Box _____
City, State, Zip Code Sandisle, VT 05458
Name of Authorized Representative Renee M. Piche
Signature Renee M. Piche Date 7/5/18

DISCLOSURE OF INVESTMENT
PART 1: CERTIFICATION
ACTIVITIES IN IRAN
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

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 [www.nj.gov](#). 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 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.

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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

I am unable to certify as above because I or the bidding entity 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. PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date _____

Bidder/Vendor _____

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 below-referenced person or entity. I acknowledge that **The Glassboro Board of Education** 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 contracts with the Board to notify the Board 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 Glassboro Board of Education** that the Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Renec M. Pide Signature: *Renec M. Pide*
 Title: President Date: 7/5/18
 Bidder/Vendor: Municipal Leasing Consultants

Chapter 271
 Political Contribution Disclosure Form
 (Contracts that Exceed \$17,500.00)
 Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Municipal Leasing Consultants (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check (✓) if applicable.)

I certify that Municipal Leasing Consultants (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent Renee M. Ficke
 Signature Renee M. Ficke Title President
 Business Entity Municipal Leasing Consultants

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 targeted 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 (electronically provided by the Division and distributed to the public agency through the Division's website at

)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature Renee M. Piche
Company Municipal Leasing Consultants
Name Renee M. Piche
Title President