

COP

**CONTRACT BETWEEN
COUNTY OF GLOUCESTER
AND
GILL MEMORIAL LIBRARY**

THIS CONTRACT is authorized on this 11 day of March, 2023, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **GILL MEMORIAL LIBRARY**, with offices at 145 East Broad Street, Paulsboro, New Jersey 08066, hereinafter referred to as "Contractor".

RECITALS

WHEREAS, there is a need by Gloucester County to contract for an in-school and out-of-school summer youth employment program for ages 16-24; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Contractor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this Contract.

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and Contractor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** The term of the contract shall be from April 1, 2023 to October 1, 2023.
2. **COMPENSATION.** Contractor shall be compensated pursuant to the unit prices set forth in, and subject to all terms and provisions of the Contractor's Budget Attachment included in Contractor's proposal. Contractor shall be paid an amount not to exceed \$3,410.00, which includes a stipend of \$3,000.00 plus \$410.00 for administrative costs and supplies.

It is agreed and understood that this is an open-ended contract, thereby requiring the County to use Contractor's services only on an as-needed basis. There is no obligation on the part of the County to make any purchase whatsoever.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. DUTIES OF CONTRACTOR. The specific duties of the Contractor shall be as set forth in the Contractor's proposal, which is attached hereto as Attachment A and made a part of this Contract.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements set out by the County.

4. FURTHER OBLIGATIONS OF THE PARTIES. 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, gender identity or expression, disability, nationality, sex, veteran status or military service. The Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity 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 forth 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, gender identity or expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. LICENSING AND PERMITTING. If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

6. TERMINATION. This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in county documents, which are specifically referred to and incorporated herein by reference.

B. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor. If the Contract is terminated by the County as provided herein, the Contractor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

8. **INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, and shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

9. **INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with carriers deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

10. **SET-OFF.** Should Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

11. PREVENTION OF PERFORMANCE BY COUNTY. In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

12. METHODS OF WORK. Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

13. NON-WAIVER. The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

14. PARTIAL INVALIDITY. In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

15. CHANGES. This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

16. NOTICES. Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

17. COMPLIANCE WITH APPLICABLE LAW. Contractor shall at all times during the course of the effective period of this Contract comply with and be subject to all applicable laws, rules and regulations of the State of New Jersey and of any other entity having jurisdiction pertaining to the performance of Contractor's services.

18. GOVERNING LAW, JURISDICTION AND VENUE. This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

19. INDEPENDENT CONTRACTOR STATUS. The parties acknowledge that Contractor is an independent contractor and is not an agent of the County.

20. CONFIDENTIALITY. Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

21. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

22. **CONTRACT PARTS.** This contract shall consist of this document and Contractor's proposal. If there is a conflict between this Contract and the specifications or the proposal, then this Contract and the specifications shall control.

THIS CONTRACT is authorized on this 29 day of March 2023.

IN WITNESS WHEREOF, pursuant to N.J.S.A. 40A:11-3, and authorized by Resolution, the County has caused this instrument to be signed by its Chief Financial Officer, and attested by its Purchasing Agent, and Contractor has caused this instrument to be signed and attested by its properly authorized representatives.

THIS CONTRACT is dated this 29 day of MARCH, 2023.

ATTEST:

COUNTY OF GLOUCESTER

**Kimberly Larter,
Qualified Purchasing Agent**

**Tracey N. Giordano,
Treasurer/CFO**

ATTEST:

GILL MEMORIAL LIBRARY

Name _____

Nicole Sargent
Name:
Title: Library Director

ATTACHMENT A

**PROPOSAL FOR AN IN-SCHOOL and OUT-OF-SCHOOL SUMMER YOUTH
EMPLOYMENT PROGRAM (SYEP)**

FOR AGES 16 TO 24

I. Describe the applying agency/institution

- A. Local Education Agency
- Governmental Agency
- Public for Profit
- Private Non-Profit
- Private for Profit

B. Agency/Institution has been in operation 66 years.

C. Training/recruitment Location

Give the address and a short description of the main facility where the SYEP services will actually be taking place. It must have access to public transportation, parking, and barrier-free status for handicapped participants.

The program will be taking place at 145 E. Broad St, Paulsboro NJ 08066. There are public transportation access points within Paulsboro and within walking distance of the Gill Memorial Library. There are handicapped parking spots, an accessible ramp, and accessible bathrooms.

D. State whether your worksite/agency (s) meet all required OSHA, health, and fire inspection standards.

We are up to date on all requirements.

E. The mission statement of the agency/institution

Gill Memorial Library Mission Statement

The mission of the Gill Memorial Library is to enrich and empower Paulsboro's community by providing access to resources that inform, educate and entertain. It is a center for lifelong learning, welcoming patrons of all ages, backgrounds, and interests. In support of this mission, the Library's collection responds to the informational, educational, and cultural needs of the community it serves. The Library actively seeks to serve and reflect the diverse community in its collections, services, programs, and staff. It affirms a

commitment to preserve, promote and celebrate the multicultural heritage of the people of Paulsboro. The Gill Memorial Library contributes to the vitality of its neighborhoods and the quality of life for its citizens in their quest for lifelong learning.

III. Recruitment, Selection, and Assessment: (Application and Intake Process)

Explain your processes for recruitment, selecting, and assessing participants who wish to participate in the Summer Youth Employment Program taking into consideration the WIOA eligibility requirements.

Gill Memorial Library will use our standard hiring application process that includes an application and in-person interview to select candidates. To purposes of making sure that this opportunity is marketed towards populations that would be eligible for participation, we would work with Paulsboro School District, Acenda Integrated Health, and Boys and Girls Club, as well as other social services agencies that are conducting business in our community that may be able to encourage individuals to apply. We will market this specific opening and the participant eligibility in a cover letter and attach our application, that way those eligible for may be able to call upon existing relationships and support any eligible individuals to apply. Once the 8 week position is filled, the community partners we are working with will be notified.

IV. Required Program Components

Review program goals and requirements (Section 4) and describe how the required program components will be delivered to the youth.

Our library aides have a Skills Assessment that covers technical skills on the job and professional skills. assessment will be used to cover skills the individual currently has and what they will be working towards. Based on those skills assessments there will be a plan developed to train on technical skill development. technical skills we cover are research-based methods, computer literacy skills, programming skills, reading and writing skills, and customer service. Based on the skills assessment each individual can start in their area of desirability, whether that be working with program development, working behind the scenes in cataloging and shelving books, or working in research and helping patrons find the materials they are looking for. We have a

wide variety and range of patrons that seek the services at Gill Memorial and the program and experience can be tailored to individual interests, much like our current volunteer program. This basic assessment and direction of tasks cover a review of their academic aptitude, basic skills, prior employment history and skills, interests and aptitudes, as well as developmental needs. At the end of their journey, the Library Director will provide another skills assessment and review with the individual what skills they have gained and will work to develop language for the individual to incorporate into their resume.

Describe the goals of these services:

1. Locate information in and use the information within the library, including physical, historical, and online materials.
2. Strengthening job opportunities with hard and soft skills for future employment and reference.
3. Create a strong link between occupational learning and the wealth of academic and cultural information found on the job site.
4. Foster community connections with patrons, community members, and community agencies through employment.

Explain how educational, work-based learning (internships), and career services will be braided to create the career pathway for the youth.

Gill Memorial Library seeks to build opportunities to connect meaningful employment by integrating education, training in library sciences which include leadership development, and support services. Participants divide their time between hands-on training in supportive learning settings and job tasks that fit within their interests and current skills. Gill Memorial will support career development by helping students assess their existing abilities and interests, discuss realistic career goals, and prepare to enter meaningful career pathways. 21st-Century Skills in this digital age, young people require a defined set of skills to find success in the workforce, commonly referred to as 21st-century skills. Rapid changes in the workplace – shifts in technology, new decision-making processes, multicultural project teams – have all redefined the skillsets required of workers. Today, a combination of hard and soft skills that promote adaptability to the ever-changing, technologically driven workforce is imperative. Furthermore, the increased competition of entry-level workers that is generated by the global economy places today's younger workforce, especially those

with minimal training and education, at a disadvantage when competing with workers from around the globe. Employers are seeking a workforce that is reflective and representative of their customer base and are in possession of cross-cultural capabilities and sensibilities. Ensuring success for opportunity youth requires defining the skills and competencies reflective of quality in the 21st century workforce. While skills and competencies deemed necessary to succeed in work and life are generally broad, Gill Memorial can help with skills that fall under the six core components of social and emotional learning: self-management, self-efficacy, growth mindset, perseverance, relationship skills, and decision-making.

V. Career Development Services

If applicable, what pre-vocational services or classroom training will be provided?

Hands-on training will be provided for our computer software systems called SirsiDynamix, this will allow them to check out books, check in books, search for books, create a library card, update a library card, place a hold on an item, send out a hold to another library, and much more. These learning modules will be broken down into segments based on the skills of the hired individual to match their needed learning pace.

What Life Skills training will be provided? Including Financial Literacy and Entrepreneurial skills training?

Life skills include basic organizing and cleaning, which comes with keeping the library presentable and putting away books using the Dewey Decimal system. They will learn basic scheduling and calendar management using Google Calendar to help keep track of programs and see if our conference room is open and can be booked. They will learn basic technology skills including SirsiDynamix and Google Suites. They will learn basic research skills including finding books within our library about a given topic, or within another library. Depending on interest, they may also be able to learn archival data retrieval using our local library's extensive records on people, places, and events in Paulsboro. This is great for anyone interested in history and who wants to learn more research techniques. They will learn about community partners and agencies in the local

area, what they do and how to get in touch with them. We also run a basic financial literacy program called Money Monsters which they are able to take part in. They will also be able to take cash and credit transactions for late fees, lost/damaged items, and printer/copier fees. They will learn how to log those transactions.

Other life skills include critical thinking and problem-solving. Every employee has task lists and can complete them in their own manner, which we can work on developing and being engaged with. This also develops time management skills. Due to the nature of the libraries they will also develop communication skills and customer service skills. Lastly, Gill Memorial Library is one of six New Jersey Libraries currently enrolled in a program called Libraries as Launchpads. We will be the only library in Gloucester County to have an Entrepreneurial Librarian, which is our Library Director Nicole Sargent.

VIII. Support Services

Providing support services to the youth is necessary during recruitment, placement, and the transition to jobs or higher education and vocational training.

Describe the type of supportive services you will provide to youth and the partners you will utilize to ensure these services are available. Please list any nonprofit, or community-based organizations that will be included in providing these support services.

We will be relying on our community partners of Boys and Girls Club and Acenda Integrated Health to help us market and find individuals that meet the criteria. Acenda Integrated Health will be a great partner agency to provide a vast network of services and support that they might need. We are also connected with United Way of Gloucester County, Gateway, Rowan College of South Jersey, Rowan University, Literacy New Jersey, Girl Scouts of Central and Southern New Jersey, Garden State Council: Boy Scouts of America, Rutgers Extension Programs, and many more. Depending on the needs of the hired individual we will be able to support them, this is what we do daily for our patrons. We have vast networks of services to rely on and many services use our facilities to meet, conduct training, program, and market to new clients.

X. Exit Plan

Upon completion of credentials, an exit plan will be outlined for the youth. The exit plan must specify goals and objectives. The exit plan should be part of the follow-up activities.

As the internship comes to a close and the workload lessens, we will take the last week to conduct exit interviews and reveal insights from their intern(s) on the strengths and weaknesses of the experience. Exit Interviews can be performed as a face-to-face presentation from the intern on what they learned followed up by a sit-down exit interview with Library Director or they can be offered as a worksheet/online form that the individual fills out prior to their last day. Some critical questions we will ask are: How would you describe the company culture? What type of changes would you recommend for our program in the future? How did the activities match your expectations? What do you see as the next step in your profession and how can we assist you in getting there?

Goals and Objectives:

- *Creating a smooth transition for your library team*
- *Reduces the risk of a failed transition*
- *Identify potential areas of improvement*
- *Identify areas of continued support for individual*
- *Creating an action plan for the next steps*

SIGNATURE PAGE

I certify that I am an official of the Agency authorized to sign this proposal. Furthermore:

1. This proposal is a firm offer for ninety days.
2. There exists no potential for organizational conflict of interests related to individuals within the agency and individuals within the Workforce Area.
3. The services to be conducted will be in accordance with all applicable federal, state, and local regulations.

The applicant agrees to comply with the attached provisions and certifies that the information in this application is correct to the best of its knowledge and belief and the filing of this application has been duly authorized.

Gill Memorial Library

Legal Name of Applicant

145 E. Broad St Paulsboro NJ 08066

Address

Nicole Sargent
Library Director

Typed Name & Title of Chief
Administrator or Designee

Nicole Sargent

Signature of Chief Administrator
or Designee

4/21/2023

Date of Application

Budget Attachment

Budget Detail			
Schedule A: Youth Stipends Summer Youth Employment Program FY 2023			
This page is automatically completed based on the information entered in the Cost Summary page.			
Program Name	Hourly Rate	Number of Youth	Stipend Amount
Summer Youth Employment Program	\$15.00	200.00	\$3,000.00

Budget Detail			
Schedule B: Workforce Readiness Instruction			
Summer Youth Employment Program			
FY 2023			
Schedule B should include funds for direct program costs associated with Workforce Readiness Instruction. Any personnel costs related to the provision of Workforce Readiness Instruction should be included here.			
Supportive Services may not be funded through these grant dollars. Leveraging other funds for this purpose is encouraged.			
* Complete all columns.			
** Please round to the nearest dollar.			
Item Description	Quantity	Unit	Total Cost
Notebook	1		
3 Ring Binder	1		
work t-shirt w/ logo	3		
Admin			

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NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF GLOUCESTER

I AM Nicole Sargent
OF THE FIRM OF Gill Memorial Library

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE COUNTY OF GLOUCESTER 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 ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO THE UNDERSIGNED

BEFORE ME THIS 30th DAY OF JANUARY, 2023.

Nicole Sargent

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)
NICOLE SARGENT

Alice B. Williams
NOTARY PUBLIC OF STATE OF NJ

MY COMMISSION EXPIRES: JUNE 28 2027

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ALICE B. WILLIAMS NOTARY PUBLIC STATE OF NEW JERSEY ID # 71383 MY COMMISSION EXPIRES JUN. 28, 2027	STATEMENT OF OWNERSHIP DISCLOSURE
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MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

The undersigned vendor further agrees to furnish the required forms of evidence and understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.S.A. 17:27

Representative's Name/Title (Print): Nicole Sargent, Library Director

Representative's Signature: Nicole Sargent

Name of Company: Grill Memorial Library

Tel. No.: 856-423-5155 Date: 1/27/2023

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

This statement shall be completed, certified to, and included with all bid and proposal submissions.

Failure to include this required information is cause for automatic rejection of the bid or proposal.

Name Organization: Gill Memorial Library
Organization Address: 145 E. Broad St., Paulsboro, NJ 08066

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

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

Part II

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

OR

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

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

Name of Individual or Business Entity	Address

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

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

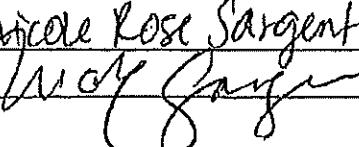
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

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

Full Name (Print):	Nicole Rose Sargent	Title:	Library Director
Signature:		Date:	1/27/2023