

**MAPLE SHADE TOWNSHIP
200 STILES AVE.
MAPLE SHADE, NEW JERSEY 08052**

Request for Proposals for 2024 Annual Professional Services

Please take notice in accordance with N.J.S.A. 19:44A-20.5 et seq., through the fair and open process, Maple Shade Township is seeking proposals and resumes for our 2024 Annual Professional Services Contracts for the following positions:

Township Auditor	Prosecutor
Township Engineer	Prosecutor (Alternate)
Township Utility/Recreation Engineer	Public Defender
Engineer, Planning/Zoning Boards*	Public Defender (Alternate)
Environmental Consulting Engineer	Insurance Broker
Township Attorney	Financial Advisor
Planning Board Attorney*	Risk Management Consultant
Zoning Board Attorney*	Redevelopment/Affordable Housing Attorney
Planner	Labor Counsel
Bond Counsel	

****Please note there is the potential for a consolidated board to be created. Should the consolidated board be approved, applicants who submit for either of these positions will be considered for the respective position to the consolidated board.***

Sealed proposals will be opened on **Tuesday November 21st, 2023**, at 10:00 AM by the Municipal Clerk at the Maple Shade Township Municipal Building, 200 Stiles Avenue, Maple Shade Township, NJ 08052. Proposals received after this time will not be accepted. Proposals shall be labeled “**RFP for (Name of Position)**” marked on the outside. Please submit only one copy of the proposal for each position.

Respondents are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and P.L. 1975, c. 127 (N.J.A.C.17:27), Affirmative Action Requirements, (N.J.A.C. 52:25-24.2) Statement of Ownership, (N.J.S.A 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).

The award of contracts for providing the above will be made at a Regular Meeting of the Mayor and Council, who reserve the right to waive formalities and accept or reject any part or all of the submitted proposals as they may determine to be in the best interest of the Township of Maple Shade.

Andrea T. McVeigh, RMC
Township Clerk

MAPLE SHADE TOWNSHIP

REQUEST FOR PROPOSALS

Purpose:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contract based on qualifications, merit, and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 *et seq.*, to the Township.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2024.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Please submit one copy of your proposal to the Maple Shade Municipal Clerk at the address listed below:

Mailing Address:

Maple Shade Township
ATTN: Andrea T. McVeigh
Township Clerk
200 Stiles Avenue
Maple Shade, NJ 08052

Physical Address:

Maple Shade Township
ATTN: Andrea T. McVeigh
Township Clerk
200 Stiles Avenue
Maple Shade, NJ 08052

2. Sealed proposals will be opened on **Tuesday November 21st, 2023**, at 10:00 AM by the Municipal Clerk at the Maple Shade Township Municipal Building, 200 Stiles Avenue, Maple Shade Township, NJ 08052. Proposals received after this time will not be accepted. Proposals shall be labeled "**RFP for (Name of Position)**" marked on the outside. Please submit only one copy of the proposal for each position.
3. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as out lined in its proposal.

MAPLE SHADE TOWNSHIP

4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31 et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).
5. Proof of Insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.
6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by either the Township Council, Planning Board or Zoning Board at their Meeting.
7. The Township will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFP:

- To accept or reject any or all proposals.
- To issue additional solicitations for proposals.
- To waive any irregularities in proposals should it be in the best interest of the Township.
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals.
- To select the proposal that best satisfies the interests of the Township and not necessarily on the basis of price or any other single factor.

Evaluation:

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate and required meetings
- Compensation proposal
- Other factor, if demonstrated to be in the best interest of the Township

REQUIREMENTS TO QUALIFY:

The requirements listed below are the minimum levels expected from the professional indicated. If Proposer is a firm, it shall designate one professional within the firm to represent the Township and provide the qualifications of that individual in addition to the firm's credentials.

Township Auditor

Applicants shall have a minimum of ten (10) years' experience in New Jersey municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing and auditing procedures for shared or joint municipal services, and at least ten (10) years' experience as an appointed municipal auditor and shall be a CPA and RMA. The Auditor must maintain a current principal office within the State of New Jersey.

Township Engineer

Applicants must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years' experience as municipal engineer in a similarly sized municipality. Firm must be multidisciplined with expertise in road construction, construction management, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications, and control records with respect to public works projects in the Township.
- c. Provide technical and engineering advice and assistance to the Township Council and Manager.
- d. Ability to update the Tax Map as per the Tax Assessor's needs.
- e. Attend all Council meetings as requested by the Manager.
- f. Prepare, review, and approve construction plans and specifications for all capital improvement projects as directed by the Township Manager.
- g. Successful record of applying for and receiving road improvement grants.
- h. Ability to respond to resident concerns when an engineering project impacts their property.
- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq./ft.).
- j. Experience administering performance bond and maintenance bonds on behalf of the Township.

Utility/Recreation Engineer

The Township is seeking proposals for UTILITY/RECREATION ENGINEERING SERVICES in connection with the operations and management of the Township Water & Wastewater Systems (the "Township Utility"). Services will include, but not be limited to, attendance at Township meetings as requested; preparation of project plans and specifications; project oversight; preparation of required permit applications for projects, including NJDEP permits, local permits, etc.; preparation of capital improvement reports, review of system performance and provision of recommendations for improvements, provide contract administration and the Townships water treatment plants and its wastewater treatment plant permitted for an average daily flow of 3.5 MGD, assist the Township in the funding of projects through the NJEIT financing program; providing routine engineering advice, oversight and services and being available as needed for consultation with the township officials and with the staff of the Utility operator. Woodard & Curran is the current operator of the Township Utility. The operator is

responsible for operating and maintaining the potable water as well as the sanitary sewer systems serving all parts of the Township. Additional responsibilities are not limited to but may include providing engineering or planning services for projects regarding energy efficiency, solar photovoltaic systems, mechanical and electrical systems, environmental site remediation oversight with a LSRP, landscape architectural services and recreational projects for Woodlawn Complex, Collins Lane and the downtown Gazebo Park and other Township sites as directed.

Applicant must demonstrate: 1) experience and knowledge of the operational and maintenance requirements of a large sanitary sewer system made up of pump stations, collection system and a wastewater treatment plant with discharge to surface water; 2) experience and knowledge of the operational and maintenance requirements of a potable water system that includes a system of ground water production wells, water distribution system elevated water tank and two water treatment plants; 3) experience preparing project plans and specifications for sanitary sewer and potable water system project; 4) experience providing oversight of public infrastructure projects and with oversight of contract operations of municipal water and wastewater systems; 5) understanding of the regulatory framework within which the Township Utility operates.

Proposals for this position shall be divided into two components: a) an annual fee for oversight of utility operations; and b) hourly rate and associated fees for all other services.

Road Projects Engineer

The Township undertakes an annual “special road program” for road improvements based on the availability of funding. Applicants must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years’ experience as a municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, GIS, materials testing, surveying, traffic studies, and drainage.

Planning Board/Zoning Board Engineer*

Appointment shall be made by the Township Planning Board in accordance with N.J.S.A. 40:55D-24. Applicant must have experience reviewing subdivision and site plans including preparation of written reports setting forth compliance with municipal ordinances and with accepted planning and engineering design practices; providing filed observation to assure compliance with Board requirements and preparing plans, studies and reports as requested by the Board. Applicant shall have a minimum of ten (10) years’ experience as a land use board engineer.

Please note there is the potential for a consolidated board to be created. Should the consolidated board be approved, applicants who submit for either of these positions will be considered for the position of Engineer to the consolidated board.

Environmental Consultant

The Environmental Consultant will work with the Township land use boards and Township Council to provide review, assessment, and recommendations with respect to proposed development/redevelopment projects within the Township. The proposer must designate one person to serve as contact with the Township. The person designated must 1) be admitted as a P.E. in New Jersey or have a PhD. In environmental sciences, 2) have substantial experience in performing environmental consulting services in New Jersey, including services related to site remediation, Brownfields development and Wetlands, water/sewer, and other development – related permitting; and c) have experience as a consulting professional to a municipal governing body or municipal planning/zoning board.

Township Attorney

Applicants must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. The applicant shall have ten (10) years' experience as a Township Attorney for a municipality in the State of New Jersey and shall have experience in municipal law, municipal litigation and tort claim laws, affordable housing law, NJ employment and personnel issues, and familiarity with Titles 40 & 40A of N.J.S.A.

The applicant also must demonstrate a high degree of knowledge, experience, and ability with the following:

- (1) The operation of local governmental units in New Jersey.
- (2) Acquisition and sale of township real estate and/or property.
- (3) Assisting with acquiring and administering grants.
- (4) Municipal Land Use Law
- (5) Extensive knowledge of Local Public Contracts Law.
- (6) Experience in a Mayor-Council Form of government.
- (7) Knowledgeable in Open Public Records law, "pay to play" laws and government ethics laws.

Planning Board and/or Zoning Board Attorney*

The Planning and/or Zoning Board Attorney shall be either (a) a member of or employed by a firm of New Jersey licensed attorneys with at least ten (10) years' experience or shall personally have ten (10) years' experience as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least ten (10) years, with experience in all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the MLUL, experience in devising Master Plans and in Redevelopment projects, and some COAH experience is required.

Please note there is the potential for a consolidated board to be created. Should the consolidated board be approved, applicants who submit for either of these positions will be considered for the position of attorney to the consolidated board.

Planner

The Planner when asked by the Planning Board, Township Manager or Township Council, shall undertake research studies and prepare and recommend a comprehensive plan, including the development of more detailed plans and programs based on the comprehensive plan for area renewal, conservation, rehabilitation or redevelopment. The Planner shall also review and submit written comments to the Land Use Board, Council or Manager upon all proposals to amend the zoning ordinance, the subdivision ordinance, official map and standards ordinance, and such other ordinances as the Land Use Board, Council or Manager may refer to be amended. From time to time, the Planner shall make recommendations for the updating and revisions of the ordinances concerned or for the adoption of new ordinances related thereto. Additionally, the Planner may provide information to the public on community development problems and develop a program of citizen participation in furtherance of proper planning and municipal development. Attendance at the meetings of the Land Use Board may be required at times and may be asked to render such professional services and opinions. The Planner may also be asked to assist other departments in the development of specific projects.

The Planner shall submit proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities.

The proposed cost should include:

- a. Meetings.
- b. Site visits and expenses.
- c. Expenses for travel, postage and telephone excluded from the hourly rate.
- d. Additional services defined beyond the scope of regular services.

Bond Counsel

The Township Bond Counsel shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least ten (10) years' experience, or (b) shall personally have at least ten (10) years' experience in tax law, securities law, and State law relevant to the issuance of municipal short-term and long-term obligations.

Labor Counsel

Applicant shall be a firm or attorney specializing in public sector labor relations and whose practice is primarily comprised of representing management. The individual appointed or primarily assigned as Labor Attorney shall have at least ten (10) years' experience as a municipal labor attorney and shall have demonstrated knowledge of and experience with collective bargaining, PERC arbitration and mediation, ADA, FMLA and NJ FLMA. Applicant must be licensed to practice law in the State of New Jersey and be a member of the bar in good standing.

Redevelopment/ Affordable Housing Attorney

Applicant shall be a firm or attorney having at least ten (10) years' experience providing legal services under the Redevelopment and Housing Law, NJSA 40A:12A-1, et. seq., Counsel must possess a strong background in municipal land use, eminent domain municipal bonding and affordable housing. Applicant must be licensed to practice law in the State of New Jersey and be a member of the bar in good standing.

Township Public Defender and Alternate/Prosecutor and Alternate

Appointment shall be made in accordance with N.J.S.A. 2B:2-4 and 2B:12-27. The Township Public Defender/Conflicts Public Defender shall have experience as Public Defender in Municipal Court or experience in a practice with significant criminal and quasi-criminal and Municipal Court defense efforts. The Prosecutor must have experience in all areas of Municipal Court representation, including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court.

Insurance Broker - Dental / Life Insurances / Supplemental Insurance Programs

Applicant shall be licensed as an insurance provider by the Department of Banking and Insurance of the State of New Jersey for a minimum of five (5) years with a minimum of five (5) years' experience with governmental entities and insurance requirements relating to such entities. The applicant shall be familiar with health insurance, prescription insurance, dental insurance, vision insurance, workers' compensation and life insurance.

Financial Advisor

The Applicant/Firm must have ten (10) years financial experience with Municipal government and be knowledgeable in all aspects and available for meeting appearances when necessary.

Risk Management Consultant

Applicant shall have at least 10 years' experience as an insurance risk consultant. Applicant must have the ability to assess insurance needs and values and be knowledgeable of New Jersey Worker's Compensation regulations, employee bonding requirements, and municipal liability issues. Must be familiar with and available to attend Municipal Joint Insurance Fund regular meetings and sub-committee meetings as required. Attendance at Township meetings as required.

Real Estate Appraisal Services

Applicants shall have experience in representing public entities and in valuation of properties for tax appeals, open space acquisitions and property acquisitions for road widening and other public projects. The individual assigned to represent the interest of the Township shall be a licensed New Jersey real estate appraiser with ten (10) years' experience in the areas outlined above. Knowledge of the Township and its operations preferred.

MAPLE SHADE TOWNSHIP

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

The contractor and the Township of Maple Shade, (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.* 5121 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.

TOWNSHIP OF MAPLE SHADE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY AFFIRMATIVE ACTION LANGUAGE
Goods, Professional Service and General Service Contracts

All contracts issued by a Public Agency must contain the mandatory affirmative action language set forth in N.J.A.C. 17:27 et seq. For all goods, general services and professional services vendors, Public Agency contracts must include the affirmative action language of Exhibit A which is included with this RFP.

P.L. 1975, C. 127 (N.J.A.C. 17:27) Mandatory Affirmative Action Language for Procurement, Professional and Service Contracts; 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, sex, 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, sex, affectional or sexual orientation. 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 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, sex, affectional or sexual orientation.

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27- 5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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. 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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

The contractor has attached a copy of their current "Certificate of Employee Information Report" to this Agreement; or contractor agrees to complete the Affirmative Action Employee Information Report, form AA-302 and forward same to the Affirmative Action Office within thirty (30) days of the date of this Agreement.

_____ Date:

**MAPLE SHADE TOWNSHIP
NON-COLLUSION AFFIDAVIT**

State of _____

County of _____

ss: _____

I, _____ residing in _____
(Name of affiant) (name of municipality)

in the County of _____ and State of _____
being of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with full authority
(Title of bid proposal)

to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Maple Shade 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 project.

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 or bona fide established commercial or selling agencies maintained by

(Name of contractor)

Subscribed and sworn to

before me this _____ day

of _____, 20____

Signature of affiant

Notary public of

(Type or print affiant's name under signature)

My commission expires

(Seal)

**MAPLE SHADE TOWNSHIP
STATEMENT OF OWNERSHIP DISCLOSURE
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 submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

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)
- Partnership
- Other (be specific):
- Limited Liability Company (LLC)
- Limited Partnership
- Limited Liability Partnership (LLP)

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	Home Address (for Individuals) or Business Address

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

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds 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	Home Address (for Individuals) or Business 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 Township of Maple Shade 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 Maple Shade Township to notify the Township 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 Township to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

MAPLE SHADE TOWNSHIP
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Failure to check either box will render the proposal non-responsive.

PART 1: CERTIFICATION (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 <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. 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 act 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.

PLEASE CHECK EITHER BOX:

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.

OR

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: _____

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 Township of Maple Shade is 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 Township of Maple Shade to notify the Township of Maple Shade 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 agreements(s) with the Township of Maple Shade and that the Township of Maple Shade at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Bidder/Vendor: _____