

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

Request for Proposals for 2025 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	Bond Counsel
Township Attorney	Financial Advisor
Planning Board Attorney*	Labor Counsel
Zoning Board Attorney*	Redevelopment/Affordable Housing Attorney
Planner	Real Estate Appraisal Services

****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.***

Please visit the Maple Shade Township website for the proposal forms at www.mapleshade.com or request by electronic mail at tmcveigh@mapleshade.com.

Sealed proposals will be opened on **Thursday November 14, 2024**, 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

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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 2025.

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 **Thursday November 14, 2024**, 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 outlined in its proposal.

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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.

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.

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.

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. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

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

During the performance of this contract, the contractor agrees as follows:

- a. 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, affection or sexual orientation or sex. Except with respect to affection 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, affection or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.
- b. 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, affection or sexual orientation or sex.
- c. 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.
- d. 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.
- e. The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.
- f. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age,, creed, color, national origin, ancestry, marital status, affection or sexual orientation or

sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Date: _____



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Contract/Bid Solicitation Title: _____

Contract/Bid Solicitation No.: _____

Pursuant to N.J.S.A. 52:32-60.1, et seq. (P.L. 2022, c.3) any person or entity (hereinafter 'Vendor') that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is engaged in prohibited activities in Russia or Belarus. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

Certification

I, the undersigned, have read and reviewed the Department of the Treasury's List: (<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>) of entities engaged in prohibited activities in Russia or Belarus, and having done so certify (must check one appropriate box and complete the Authorized Signature section below):

- A.** That the Applicant is not identified on the Department of the Treasury's list of Vendors engaged in prohibited activities in Russia or Belarus **and** is not engaged in prohibited activities in Russia or Belarus. **OR**
- B.** That I am unable to certify as to "A" above because the Vendor is identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia and/or Belarus. **OR**
- C.** That I am unable to certify as to "A" above because the Vendor, though not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus, is engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the Vendor's activity in Russia and/or Belarus is set forth below.

Description of Prohibited Activity- include duration of engagement & anticipated cessation date (*Attach Additional Sheets If Necessary.*)

If applicable, provide Additional Certification of Federal License

I, the undersigned, certify that Applicant is currently engaged in activity in Russia and/or Belarus, but is doing so consistent with federal law and/or regulation and/or license. Provide a detailed description of how the Vendor's activity in Russia and/or Belarus is consistent with federal law, or is within the requirements of the federal license (*Attach Additional Sheets If Necessary.*)

Authorized Signature

I understand that if the above statements are willfully false, I shall be subject to penalty.

Signature of Vendor Authorized Representative

Date

Print Name and Title of Vendor Authorized Representative

Vendor FEIN

Vendor Name & Address: _____

Vendor Phone/Fax & Email: _____

Definitions

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

Engaged in prohibited activities in Russia or Belarus means: (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

COUNTY OF _____ :

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

I am employed by the firm of _____, the bidder submitting the Proposal for the above named project, in the capacity of _____, and I have execute the Proposal with full authority to do so. Further, the firm has not, directly or indirectly, entered into any agreement, participated in any collusion or otherwise take any action in restraint of free, competitive bidding in connection with the project. All statements contained in said proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the Township of Maple Shade's Council rely upon the truth of the statements contained in this affidavit and in said proposal in awarding the contract for the 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 commission, percentage brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

(Printed Name)

(Title)

(Signature)

(Date)

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public of _____

My Commission Expires _____

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: _____

Address of Business: _____

Name of person completing this form: _____

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 noncorporate 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: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

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 ____ day of _____, 20____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)