

MANALAPAN TOWNSHIP

MONMOUTH COUNTY

NEW JERSEY

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING DESIGN
SERVICES AND SITE WORK FOR COMMUNITY CENTER**

TOWNSHIP OF MANALAPAN

SUSAN COHEN, MAYOR

MARY ANN MUSICH, DEPUTY MAYOR

TOWNSHIP COMMITTEE MEMBERS

**JACK MCNABOE
ERIC NELSON
BARRY JACOBSON**

**BUSINESS ADMINISTRATOR
TARA LOVRICH**

**TOWNSHIP CLERK
SHARI ROSE**

PROPOSER: _____

ADDRESS: _____

TEL. NO. _____

PROPOSAL OPENING: THURSDAY, SEPTEMBER 22, 2022 AT 11:00 A.M.

**TOWNSHIP OF MANALAPAN
NOTICE TO PROFESSIONALS**

SEALED PROPOSALS WILL BE RECEIVED BY THE PURCHASING AGENT / TOWNSHIP CLERK OF THE TOWNSHIP OF MANALAPAN AT 11:00 A.M. PREVAILING TIME ON THURSDAY, SEPTEMBER 22, 2022 IN ROOM 213 OF THE MUNICIPAL BUILDING, 120 ROUTE 522 & TAYLORS MILLS ROAD, MANALAPAN, NEW JERSEY, AFTER WHICH TIME THEY WILL BE PUBLICLY READ ALOUD FOR:

**TOWNSHIP OF MANALAPAN
REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING DESIGN
SERVICES AND SITE WORK FOR COMMUNITY CENTER**

SPECIFICATIONS MAY BE OBTAINED AT THE OFFICE OF THE PURCHASING AGENT IN THE MUNICIPAL BUILDING UNTIL 48 HOURS PRIOR TO THE TIME SET FOR THE OPENING OR DOWNLOADED AT <http://www.mtnj.org/>.

PROPOSALS MUST BE SUBMITTED ON THE SHEETS FURNISHED BY THE PURCHASING AGENT, ENCLOSED IN A SEALED ENVELOPE AND ADDRESSED TO THE OFFICE OF THE MUNICIPAL CLERK/PURCHASING AGENT, TOWNSHIP OF MANALAPAN, 120 ROUTE 522 & TAYLORS MILLS ROAD, MANALAPAN, NEW JERSEY 07726.

**SEALED ENVELOPE SHOULD INDICATE PROPOSAL
BEING ANSWERED AND NAME OF PROPOSER**

DURING THE PERFORMANCE OF THIS CONTRACT, ALL CONTRACTORS ARE 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 REQUIREMENTS) AS WELL AS P.L. 1977 CH 33 (PUBLIC DISCLOSURE STATEMENT), AND AMERICANS WITH DISABILITIES ACT.

THE CONTRACT SHALL BE AWARDED, OR ALL PROPOSALS REJECTED, WITHIN 60 DAYS FROM THE RECEIPT OF PROPOSALS OR WITHIN SUCH EXTENSION OF TIME AS PERMITTED BY LAW.

THE RIGHT IS RESERVED TO REJECT ANY AND ALL PROPOSALS, TO INCREASE OR DECREASE QUANTITIES TO BE PURCHASED, OR TO WAIVE ANY INFORMALITIES IN THE PROPOSALS AND ACCOMPANYING DOCUMENTS RECEIVED.

To be advertised: Friday, September 2, 2022

Kaitlyn Safchinsky,
Purchasing Agent

Project Information

The Township of Manalapan is seeking proposals from qualified professional engineering firms to provide engineering design services and site work for a Community Center. The selected engineering firm will prepare plans and specifications complete and of sufficient detail that they could be advertised for public bidding and an accurate construction proposal could be obtained by the Township.

Scope of Work

The scope of work for this project shall include all work required for the preparation of plans and specifications for a project which will be “Community Center for Manalapan Township”.

The successful engineering firm for this project shall be expected to provide the following services:

1. Site inspection, data collection, measurement for quantities, and all fieldwork necessary to develop and prepare complete construction plans for an approximate 60,000 square foot Community Center and technical specifications for the items included in the scope of work for the construction project.
2. Recommend location within the Township to build the Community Center
3. Create a site plan design to include all utilities.
4. Use plans created by Township Architect and work together with the Architect.

RFP Submission Instructions

Deliverables

1. All field surveys and data collected and used for this project will be provided to the Township for inclusion in the permanent project file with the Township.
2. AutoCAD files used for final plan development shall be provided to the Township. All files must be compatible with AutoCAD LT.
3. Final signed and sealed construction plans as well as technical specifications and construction estimate will be provided as part of this contract. PDF files of the final plans and technical specifications shall also be provided to the Township.

Engineering firms shall include the following in their response to this RFP:

- Letter of interest
- Company profile or brochure illustrating the firm’s capacity to complete the design of the project
- Proof of licensure as a Professional Engineer in the State of New Jersey
- Cost proposal which shall include the following fees:
 - Lump sum, not-to-exceed cost for preparation of bid documents (plans and specifications)
 - Lump sum, not-to-exceed cost for bid evaluation and contract award recommendation
 - Estimated cost of inspection services. Hourly fee schedule for inspection personnel.

- References – Provide a list of up to five projects, similar in size and scope, which have been successfully completed by your firm. References shall include all pertinent project information, contact names, and telephone numbers
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
 - Worker's Compensation and Employer's Liability Insurance
 - This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.
 - General Liability Insurance
 - This insurance shall have limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and shall be maintained in force during the life of the contract by the bidder.
 - Automobile Liability Insurance
 - This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 per occurrence combined single limit and shall be maintained in force during the life of this contract by the bidder.

The contractor shall provide Certificates of the Required Insurance as listed above along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the Township as an additional insured except for Worker’s Compensation.

Successful bidder will indemnify and hold harmless the Township of Manalapan from all claims, suits or action and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, including attorney’s fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. Experience and Qualifications of the Company and Project Team (25%). Proposals must include a resume or summary of qualifications, work experience, education, skills, etc. for each member of the project team, which emphasizes previous experience. List any similar projects that have been successfully completed within the last two (2) years.
2. Abilities and Method of Providing Services (25%). Proposals must include a work plan and a description of the methodologies to be used for data collection and technical analysis. Respondents must demonstrate that the firm and Project Team will be available to dedicate hours and resources to work consistently with the Township.

3. Completeness of Proposal (25%). Ensure that all documents as expressly required within this RFP are included in the proposal. The Township reserves the right to reject any incomplete proposal.

4. Cost Proposal (25%). A cost proposal broken down by hourly rate and multiplier must be included in the proposal. The proposal shall be broken into three tasks: Design and preparation of bid documents, Bid evaluation and contract recommendation, and Construction Management and Inspection. All costs including costs for reimbursable items, reproduction costs, etc. shall be listed in the cost breakdown and included in the total cost for this project.

Selection Schedule

September 2, 2022: Advertise Request for Proposals

September 22, 2022: All proposals received by 11:00 am

September 23, 2022: Evaluation of proposals

September 28, 2022: Township Committee approval of Agreement/Contract

*All dates subject to change. Any response to this RFP shall be good for a period of 60 days from the date listed above.

GENERAL INFORMATION

1. The Township of Manalapan reserves the right to revise any part of the RFP by issuing an addendum.

2. Issuance of this RFP in no way constitutes a commitment by the Township to award a contract. The Township reserves the right to accept or reject, in whole or part, all Proposals statements submitted and/or cancel this announcement if it is determined to be in the Township's best interest.

3. The Township is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the Proposals statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by Township.

4. The Township shall not be liable for any errors in Proposals statements. Township of Manalapan reserves the right to make corrections or amendments to the RFP due to errors identified in Proposals statements by the Township or the proposer/respondent. The Township at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days

of request.

5. The Township reserves the right to enter into a Contract without further discussion of the Proposals statement submitted based on the initial offer received. The Township reserves the right to contract for all or a partial list of services offered in the Proposals statement. The RFP and Proposals statement of the selected proposer/respondent shall become part of any contract initiated by the Township.

6. The selected proposer/respondent shall be expected to enter into a contract. In no event shall a proposer/respondent submit its own standard contract terms and conditions as a response to this RFP. If the selected proposer/respondent fails to sign all contract documents within ten (10) calendar days of delivery, the Township may elect to cancel the award and award the contract to another proposer/respondent.

7. Pay to Play: N.J.S.A. 19:44A-20.27 establishes a disclosure requirement for business entities. It requires that when a business entity has received in any calendar year \$50,000 or more public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report, starting in January 2007, will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC can impose fines for failure to comply with this requirement. It is the proposer/respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

8. This RFP is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.5 et seq. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

All Proposers must complete, execute and submit the “Documents Checklist” set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete, in addition to the documents listed under the RFP Submission Instructions section. All forms/items must be typewritten or written in ink. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL COPY AND ONE (1) COPY.**

DOCUMENTS CHECKLIST

(Check the box for each document that is enclosed)

Initial each item

- 1. Copy of New Jersey Business Registration Certificate.
All firms (and their subcontractors) competing for Municipal contracts must provide a copy of their Business Registration Certificate at the time the proposal is submitted. _____
- 2. Completed RFP Proposal Form (page 8) _____
- 3. Completed Affirmative Action Compliance Notice (page 11) _____
- 4. Acknowledged Exhibit “A” Americans with Disabilities Act Form (page 13) _____
- 5. Acknowledged Exhibit “B” New Jersey Anti-Discrimination Provisions Form (page 14) _____
- 6. Completed Disclosure of Activities in Iran Form (page 15-16) _____
- 7. Completed Disclosure of Activities in Russia or Belarus Form (page 18-19) _____
- 8. Completed Statement of Ownership Disclosure (page 20) _____
- 9. Completed New Jersey Debarred List Affidavit (page 21) _____
- 10. Completed Non-Collusion Affidavit (page 22) _____
- 11. Acknowledgement of Receipt of Addenda Form (page 23) _____

RFP PROPOSAL FORM

**Request for Proposals (RFP) for Professional Engineering
Design Services and Site Work for Community Center**

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

\$ _____
DOLLAR AMOUNT

DOLLAR AMOUNT WRITTEN IN WORDS

Company Name

Federal Identification Number

Address

State and Zip Code

Signature

Print Name

Telephone Number

Date

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her 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.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The Contractor and Manalapan Township do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the Act (42 U.S.C. S12101 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 thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township 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 Township in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township, 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 Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township 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 Township pursuant to this paragraph.

It is further agreed and understood that the Township 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 Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT B
NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

**TOWNSHIP OF MANALAPAN
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Proposer: _____

PART 1:

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 (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), 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 State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. If the Township 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 THE APPROPRIATE BOX:

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

OR

I am unable to certify as above because the bidder 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: PROVIDE FURTHER INFORMATION ON ACTIVITIES IN IRAN

Provide a detailed, accurate and precise description of the activities of the vendor, or one of its parents, subsidiaries or affiliates, engaging in the investment activities outlined above:

Name: _____ Relationship to Bidder: _____

Describe Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder's Contact Name: _____ Contact Phone Number: _____

PART 3: 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 above-referenced person or entity. I acknowledge that the Township of Manalapan 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 any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Manalapan and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Signature: _____

Full Name: _____

Title: _____

Date: _____



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

MAURICE A. GRIFFIN
Acting Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1. AK Makina Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat PLC
7. Bank Sepah
8. Bank Tejarat
9. China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
10. China National Offshore Oil Corporation (CNOOC)
11. China National Petroleum Corporation (CNPC)
12. China National United Oil Corporation (ChinaOil)
13. China Oilfield Services Limited
14. China Petroleum & Chemical Corporation (Sinopec)
15. China Precision Machinery Import-Export Corp. (CPMIEC)
16. Indian Oil Corporation
17. Kingdream PLC
18. Naftiran Intertrade Company (NICO)
19. National Iranian Tanker Company (NITC)
20. Oil and Natural Gas Corporation (ONGC)
21. Oil India Limited
22. Persia International Bank
23. Petroleos de Venezuela (PDVSA Petróleo, SA)
24. PetroChina Company, Ltd.
25. Sameh Afzar Tajak Co. (SATCO)
26. Shandong Fin Cnc Machine Company, Ltd.
27. Sinohydro Co., Ltd.
28. SK Energy Co. Ltd.
29. SKS Ventures
30. Som Petrol AS
31. Zhuhai Zhenrong Company

List Date: July 1, 2022

**TOWNSHIP OF MANALAPAN
DISCLOSURE OF INVESTMENT ACTIVITIES IN RUSSIA OR BELARUS**

Proposer: _____

PART 1:

Governor Phil Murphy signed legislation (S-1889/A-3090) that prohibits certain government dealings with businesses associated with Russia or Belarus, in response to Russia’s invasion of Ukraine. The signing of this bipartisan legislation follows Governor Murphy’s executive order requiring all state agencies to review their authority to suspend or revoke licenses, permits, registrations, and certifications of businesses that invest directly in companies owned or controlled by the Government of Russia, Belarus, or its instrumentalities.

“New Jersey cannot and will not stand idly by as a tin-pot dictator invades the free and independent nation of Ukraine,” said Governor Murphy. “We are sending a strong message today to Vladimir Putin and his cronies in Belarus that their actions will not be tolerated. I am proud to have worked with Senator Sarlo, Assemblyman Schaer, and the Legislature to make certain that our state plays its part in ensuring that the exodus of businesses leaving Russia and Belarus continues. Our Administration stands with President Zelenskyy and the people of Ukraine in their valiant effort to fight back against Russia’s illegitimate and brutal invasion.”

Failure to complete the certification may render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates **does not invest directly in companies owned or controlled by the government of Russia, Belarus, or its instrumentalities.** 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 below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates **does invest directly in companies owned or controlled by the government of Russia, Belarus, or its instrumentalities.** I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PROVIDE FURTHER INFORMATION ON ACTIVITIES IN RUSSIA OR BELARUS

Provide a detailed, accurate and precise description of the activities of the vendor, or one of its parents, subsidiaries or affiliates, engaging in the investment activities outlined above:

Name: _____ Relationship to Bidder: _____

Describe Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder's Contact Name: _____ Contact Phone Number: _____

PART 3: 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 above-referenced person or entity. I acknowledge that the Township of Manalapan 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 any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Manalapan and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Signature: _____

Full Name: _____

Title: _____

Date: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Proposal Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)
(Corporate Seal)

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

I, _____ of the _____ (Township) in the County of _____ and the State of _____ being of full age and fully sworn according to law on my oath depose and say that:

I am _____ an officer of the firm of _____ the bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder at the time of making this bid is not included on the State of New Jersey, Treasurer’s List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Township of Manalapan, as the Owner, relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding the contract for said work.

The undersigned further warrants that should the name making this bid appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this Contract including the Guarantee Period, that the Local Governing Unit shall be immediately so notified by the signatory of the Eligibility Affidavit.

The undersigned understands that the firm making the bid Contractor is subject to disbarment, suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

_____ Contractor

_____ Name and Title of Affiant

Subscribed and sworn before me this ___ day of _____, 2__.

(Notary Public)

My Commission expires:

_____ (Affiant)

_____ (Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

I, _____ residing in _____

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

I am _____ of the firm of _____
title name of firm

the bidder making this Proposal for the bid proposal entitled _____ and that I executed the said proposal with full authority 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 Manalapan 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 _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

TOWNSHIP OF MANALAPAN

ACKNOWLEDGMENT OF REVISIONS OR ADDENDA

I _____, acknowledge receipt of the following addenda and or revisions. They are as follows:

	<u>Addendum Number</u>	<u>Date of Receipt</u>
1.)	_____	_____
2.)	_____	_____
3.)	_____	_____
4.)	_____	_____
5.)	_____	_____

Signature of Proposer

Print Name

Date