

TOWNSHIP OF HAINESPORT REQUEST FOR PROPOSALS
2017 PROFESSIONAL APPOINTMENTS

I. Notice of Request for Proposals

The Township of Hainesport ("Township") is soliciting Request for Proposals from interested persons and/or firms for awarding 2017 contracts for the provision of the services listed below by a Request for Proposals process ("RFP"). Individual persons and/or firms interested in assisting the Township with the provisions of these services must prepare and submit a Request for Proposals in accordance with the procedure and schedule in the RFP. The Township will review the Request for Proposal only from those persons or firms that submit a Request for Proposal that includes substantially all the information required to be included as described, in the sole judgment of the Township's Mayor and Committee.

The Township intends to qualify person(s) and/or firm(s) that (a) possess(es) the professional, financial and administrative familiarity with the Township, experience, training and capabilities to provide the proposed services, and (b) agrees with and meets the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of the Township of Hainesport.

The selection of qualified respondents are not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the fair and open process authorized by the "New Jersey Local Unit Pay-To-Play" Law, N.J.S.A. 19:44A-20.4 et seq., The Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Request for Proposal in response to the RFP.

A total of six (6) Request for Proposals 1 original and 5 copies, a separate submission must be submitted for each position to and be received by Leo F Selb, Jr., Township Administrator, at the Office of the Township Administrator, One Hainesport Centre, Hainesport, New Jersey 08036 on or before 10:00 a.m. on December 15, 2016. Proposals Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 10:00 a.m. on December 15, 2016 in the Office of the Township Administrator for subsequent review by the Mayor, Township Committee, Township Solicitor and where appropriate, the Joint Land Use Board. The contract awards may be announced at the Township's annual re-organization meeting on January 3, 2017, at 7:00 PM and where appropriate the Joint Land Use Board's re-organization meeting on January 4, 2017, at 7:00 PM. Both reorganization meetings will be held at the Hainesport Township Municipal Building located at One Hainesport Centre.

**Township Auditor
Township Engineer
Township Planner
Township Solicitor
Township Bond Council
Township Labor Attorney
Township Conflict Attorney
Township COAH Attorney
Joint Land Use Board Engineer
Joint Land Use Board Attorney
Joint Land Use Board Planner
Animal Control Services**

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II. Instructions for Qualifications Statements and Criteria

Seven (6) RFQ's, 1 original and 5 copies, a separate submission must be submitted for each position in the manner designated in these instructions, and must be enclosed in sealed envelopes bearing the name, address and telephone number of the person and/or firm submitting the statement and the name of the position on the outside, addressed to the Township Clerk of the Township of Hainesport, One Hainesport Centre, PO Box 477, Hainesport, New Jersey 08036..

Proposal Statements shall demonstrate the following:

- A. Rates/Cost
- B. Years' Experience and reputation of the person who will be assigned and/or the firm in the field
- C. Training and Licensing of the person who will be assigned and/or the firm
- D. Commitment to Monthly Billing Breakout
- E. Availability to accommodate the needs of the Township's meeting schedule
- F. Past History with Township
- G. Staffing

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III. CHECK LIST OF REQUIRED DOCUMENTS

The following items are required submissions in this proposal package:

		INITIALS
Affirmative Action Requirements	<u>✓</u>	
Americans With Disabilities Act	<u>✓</u>	
Applicant Business Registration Certificate	<u>✓</u>	
Stockholder Disclosure Statement	<u>✓</u>	
Affidavit of Non-Collusion	<u>✓</u>	
Checklist of Required Documents, signed below	<u>✓</u>	

EACH REQUIRED ITEM MUST BE INITIALED ON THIS FORM IN THE SPACE PROVIDED.

THIS CHECKLIST MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL PACKAGE.

COMPANY / APPLICANT'S NAME

AUTHORIZED SIGNATURE

DATE

NAME (PRINT)

TITLE

The Township's Mayor and Committee reserves the right to select qualified person/firm in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFP are required to comply with the provisions of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1 et seq, if applicable.

Leo F Selb Jr. Administrator/Clerk
Hainesport Township (609)267-7114
lselb@hainesporttownship.com

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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. 17:27-1 et seq.

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. 17:27.1 et seq. 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. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

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

The contractor and the Township of Hainesport, (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. §12101 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.

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STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid 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.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> 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: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____

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(Affiant)

_____, 20 ____.

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

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

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 or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

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 _____ relies upon
the truth of the statements contained in said Proposal

(name of contracting unit)

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 to

before me this day

Signature

_____, 20 ____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

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DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

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. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below under penalty of perjury. 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 IF UNABLE TO CERTIFY ABOVE

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the information below:

Name: Not applicable

Relationship to Proposer:

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Description of Activities: 2017 PROFESSIONAL APPOINTMENTS

Duration of Engagement:

Anticipated Cessation Date:

Proposer 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 above-referenced person or entity. I acknowledge that the municipality 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 municipality to notify the municipality 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 municipality and that the municipality at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: _____

Signature:_____

Title: _____

Date: