

**REQUEST FOR QUALIFICATIONS AND PROPOSAL  
FOR PROFESSIONAL SERVICES  
THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN, NEW JERSEY**

The Township of Jackson, located in Ocean County, New Jersey, is a municipality of approximately 56,000 residents and 100 square miles. The Township is seeking persons and/or firms that can perform all the duties described throughout this Request for Qualifications and Proposals. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.5 et seq.

Through a Request for Proposals process described herein, persons and/or firms interested in assisting the Township of Jackson with the provision of such services must prepare and submit a proposal in accordance with the procedure and schedule in this RFP. The Township of Jackson will review proposals only from those firms or individuals which include all information required to be included as described herein. The Township of Jackson intends to award a contract to the firm or individual that possesses the professional, financial and administrative capabilities to provide the proposed services.

**Procurement Process and Schedule**

The selection of Qualified Respondents for Professional Services is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq., however, the Township of Jackson has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person or firm is provided an equal opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP, which will be applied in the same manner to each Proposal received.

Proposals will be reviewed and evaluated by the Township of Jackson. The Proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the Township of Jackson review responses to an RFP for a job which they or their firm submitted a response for. The review will be based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent. The Township of Jackson will determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole judgment of the Township of Jackson) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process.

## MANDATORY CONTENTS OF PROPOSAL

### Definitions

Because this specification is being used for many professionals, an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- *Scope:* Magnitude of the project, and value of the contract
- *Size:* When used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- *Similar:* Refers to such things as towns that are similar to the Township of Jackson in that they are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

In addition to demonstrating an ability to meet all minimum qualifications, the persons and/or firm must also include and address the following:

- a) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- b) **An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
- c) **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required for the duration of contract. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience; years and type of experience; and number of years with the firm.
- d) **A description of the vendor's experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similar municipalities. It is imperative to show experience in similar towns.
- e) **The location of the office**, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Ocean County area.
- f) **THREE (3) references** for which similar services have been provided for. Experience with similar municipalities is a plus. Provide the contact names, titles and phone numbers.
- g) If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
- h) In this proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township of Jackson.
- i) Individuals/Firms appointed to provide a Professional Service will be required to

Supply, at the time of contract execution, the following:

- Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period.
- Copy of your Affirmative Action Certificate.
- A copy of your New Jersey Business Registration Certificate.

### **PROPOSAL SUBMISSION:**

All proposals shall be addressed to: The Township of Jackson, **c/o Purchasing Department**, 95 West Veterans Highway, Jackson, NJ 08527 with name of proposal on envelope. Proposals shall be submitted by November 26<sup>th</sup>, 2025 at 10:00 a.m. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals.

Applicants shall submit **one (2) original and one (1) electronic copy** of their sealed submissions for all positions. The original proposal should be clearly marked “**ORIGINAL**” and, if handwritten, done in blue ink.

With the exception of proposals submitted for the **Planning Board** and **Board of Adjustment**, for these positions, please submit **one (1) original two (2) additional copies & (1) electronic copy**. The original proposal should be clearly marked “**ORIGINAL**” and, if handwritten, done in blue ink.

The outside of the package submitted **MUST** reference the type of professional service for which the proposal is written, in addition to saying “**SEALED PROPOSAL**”, along with the name and address of the professional submitting said proposal.

The Township of Jackson shall review the responses to the Request for Qualifications/Proposals and appoint or award a contract to a business entity for the services advertised subsequent to such review. Contracts awarded under this process shall be publicly announced and awarded. The resolution awarding the contract shall state that the contract was awarded after a fair and open process.

The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

Contracts subject to the fair and open process delineated herein are subject to additional requirements, as provided by ordinances adopted by the Township of Jackson, and any other applicable laws including, but not limited to, the Local Public Contracts Law, 40A:11-1, et seq.

### **SELECTION CRITERIA**

All proposals will be evaluated by the Township based upon price and other factors. The Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance.

The selection criteria to be used in awarding a contract for services will be based upon price and other factors, including:

- 1) The vendor's general approach to providing the services required under this RFP.
- 2) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- 3) The qualifications and experience of the vendor's management, supervisory or other key Personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- 4) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- 5) In your response, please include public entities where you have performed similar work for the last 24 months.
- 6) List current projects or contracts for other public entities.
- 7) Thoroughness and completeness of the applicant's submittal.
- 8) Compensation proposal/Cost and Fee Schedules.

**The Township will select the vendor deemed most advantageous to the Township, price and other factors considered. The Township of Jackson reserves the right to award or not award any portion of this procurement, and to award to multiple professionals.**

**THE DUTIES FOR THE FOLLOWING PROFESSIONALS SHALL INCLUDE, BUT NOT BE LIMITED TO:**

**MUNICIPAL ATTORNEY**

**DUTIES:**

The duties of the Municipal Attorney shall be prescribed by the laws of the State of New Jersey, as well as those advisory, research, contractual, litigation and special services requested by the governing body or its designees. Responsibilities may include, but are not limited to, the following:

1. Attendance at regular and special meetings of the governing body. Attendance at other meetings and conferences as requested.
2. Preparation of contracts, correspondence, ordinances and resolutions upon request.
3. Coordination with other public entities and private individuals and organizations as requested.
4. Consultation as necessary or requested with Township personnel, including but not limited to, governing body members, Township Administrator, Township Clerk, Chief Financial Officers, department heads and Township Engineer and other professionals retained by the Township.

5. Litigation services including representation of the Township and all actions and proceedings in which the Township is a party or is legally interested, including but not limited to, those matters as assigned by the Township's insurance carrier.
6. Legal work pertaining to property acquisitions, property disposal, public improvements, condemnations, public rights of way, and easements and matters relating to various Township departments and utilities.
7. Preparation of bid specifications, requests for proposals and review of bids received in association with the Township Administrator, Township Engineer and Township staff.
8. Participation as issuer's counsel should the Township issue bonds or notes in accordance with the Local Bond Law.

#### **QUALIFICATIONS AND REQUIREMENTS:**

The following should meet the minimum qualifications and requirements deemed necessary for the Township Attorney for the Township of Jackson. Each item must be addressed in the qualified law firm's response to the request for qualifications and proposals:

1. The supervising attorney, and any staff attorneys providing legal services to the Township must be licensed to practice law in the State of New Jersey. In addition, the supervising attorney must have a minimum of five (5) years experience in providing legal services to municipal clients. A supervising attorney or other staff attorney must be designated by the State of New Jersey Supreme Court as a Certified Civil Trial Attorney.
2. The qualified law firm staff must be familiar with laws, rules, regulations and procedures applicable to municipalities of the State of New Jersey. Familiarity with the form of government should be noted.
3. Qualified law firms will have attorneys available with experience and knowledge of:
  - a. The operation of local governmental units in New Jersey.
  - b. The Municipal Land Use Law
  - c. Local Public Contracts Law
  - d. The Local Bond Law
  - e. Acquisition of real-estate (Open Space)
  - f. Assisting with acquiring and administering grants
  - g. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreement
  - h. Selling of Township real-estate and/or property.
  - i. Experience working in a municipality that is self-insured via a Joint Insurance Fund.
  - j. Putting together Employment Practices Liability (EPL) policies to protect the Township.
  - k. Knowledgeable in Election Law, "Pay to Play" Laws and Government Ethics Laws.
  - l. Knowledgeable in the New Jersey Housing and Redevelopment Law, writing or negotiating redevelopment agreements.
  - m. Knowledgeable in Municipal Property Tax Law.
  - n. A Fee Proposal for the 2022 Township (calendar) year.

**Please be advised that a proposed hourly rate for any special projects including municipal litigation and any other necessary expenses is required. A proposal showing minimum and maximum ranges is not acceptable.**

### **MUNICIPAL AUDITOR**

(AUDIT) – The Township Auditor shall serve as Township Auditor for the calendar year 2025 as well as perform the annual audit of the Township Financial records for the year ending December 31, 2025. The Township Auditor shall perform the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey regarding same. The Township Auditor shall perform such duties and render such services as may from time to time be requested by the Mayor, the Chief Financial Officer or the Township Business Administrator. The Township Auditor shall perform all other duties, as may be requested, including but not limited to management advisory, official statements, etc.

### **LEGAL/SPECIAL COUNSEL-CONFLICTS**

The Special Counsel-Conflicts shall be an attorney at law of New Jersey. The Special Counsel Attorney shall perform, as needed, legal activities and duties as the Mayor and/or Township Administrator may direct.

### **LABOR ATTORNEY**

The Labor attorney shall be a licensed attorney in the State of New Jersey. The Labor Attorney shall be responsible for all labor and employment matters in the Township. These matters include labor negotiations, fact-finding interest arbitration, arbitrations, labor and employment counseling, PERC proceedings, disciplinary hearings and employment litigation. Labor attorney must be available for consultation on a daily basis and shall deal directly with the Mayor and Business Administrator.

### **MUNICIPAL PROSECUTOR**

The Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Township, and shall conduct the prosecution of such cases except such crimes and offenses as it may be the duty of the county or state officer to prosecute. Respondent must be available to the Municipal Court approximately 3 days a week. **Please be advised that if the Municipal Prosecutor is unable to make it and the Alternate Prosecutor or Conflict Prosecutor fills in then the Municipal Prosecutor pays the Alternate Prosecutor or Conflict Prosecutor.**

### **ALTERNATE MUNICIPAL PROSECUTOR**

The Alternate Township Prosecutor shall be a licensed attorney in the State of New Jersey and serve in the absence of the Municipal Prosecutor. The responsibilities shall be the same as set forth in the Municipal Prosecutor Section contained herein subject to approval by the Township Attorney and Municipal Prosecutor. **Please be advised that if the Municipal Prosecutor is unable to make it and the Alternate Prosecutor or Conflict Prosecutor fills in then the Municipal Prosecutor pays the Alternate Prosecutor or the Conflict Prosecutor.**

### **MUNICIPAL BOND COUNSEL**

The Bond Counsel shall be a licensed attorney in the State of New Jersey. Bond Counsel shall provide legal advice with regard to the following activities: the preparation of Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of

Bond Anticipation, Special Emergency, and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition, Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Township. Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meeting of the Board.

### **MUNICIPAL PUBLIC DEFENDER**

The Public Defender shall be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Township and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Township.

### **TOWNSHIP OF JACKSON**

### **PUBLIC NOTICE FOR THE SOLICITATION OF A PROFESSIONAL SERVICE CONTRACT**

### **ADMINISTRATIVE AGENT FOR HOUSING-MATTERS**

The Township is seeking an experienced consultant to serve as its Administrative Agent as defined by N.J.A.C.5:80-26.1 ET SEQ (Uniform Housing Affordability Controls). The primary responsibility of the Administrative Agent is to ensure that all restricted units are sold and rented, as applicable, to low and moderate income households, implement the Housing Rehabilitation and Affordability Assistance Programs, and assist with the development of the Township's Affordable Housing Trust Fund Spending Plan.

### **The chosen Administrative Agent must also provide the following scope of services:**

#### **OPERATING MANUAL**

Prepare and maintain an Operating Manual for the Administration of Affordable Housing Units as needed to comply with the provisions of the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 et seq).

#### **AFFIRMATIVE MARKETING PLAN**

Prepare and maintain an Affirmative Marketing Plan, including related ordinances and a random selection process for applicants to comply with N.J.A.C. 5:80-26.15;

#### **HOUSING REHABILITATION PROGRAM**

1. Design and implement a home rehabilitation program that results in credits towards the Township's rehabilitation obligation with Department of Community Affairs (DCA). The Consultant will provide a full service solution, including, but not limited to:
  - a) Ensure a policies and procedure manual is up to date with State requirements and prepare forms to correlate with the manual;
  - b) Conduct homeowner and contractor outreach as needed to have an ample supply of homeowners and

contractors for a successful program year;

c) Field intake of applicants, maintain an applicant pool and determine the eligibility of application packages from homeowners wishing to participate in the program.

### **AFFORDABLE HOUSING ATTORNEY**

The affordable Housing Counsel must be an attorney at law in the State of New Jersey. The Affordable Housing Counsel shall interface with the Council on Affordable Housing and perform specialized legal services relative to the Township's affordable housing obligation.

### **AFFORDABLE HOUSING PLANNER**

The Affordable Housing Planner shall be a licensed planner in the State of New Jersey with experience in all affordable housing matters. As directed by the Mayor, Council, and/or Township Business Administrator, the Affordable Housing Planner shall advise on all affordable housing matters. Respondent shall attend all meetings relating to these matters, shall be responsible for updating the Township on all affordable housing matters, and shall have the capability to prepare all necessary affordable housing reports, plans, and public presentations. The Affordable Housing Planner shall be a member of the national planning organizations such as the American Institute of Certified Planners.

### **TAX FORECLOSURE ATTORNEY**

Respondent must be an Attorney or Law Firm licensed to practice law in the State of New Jersey that wishes to provide In-Rem Foreclosure services to the Township, as directed by the Tax Collector. Respondent must have significant experience in representing New Jersey municipalities in all aspects of the In-Rem Tax Foreclosure process.

### **TOWNSHIP APPRAISER**

The Township Appraiser shall provide general Real Estate Appraisal Services including specific experience with Green Acres Projects, property acquisition, utility and other easement appraisal projects.

### **RENT LEVELING BOARD ATTORNEY**

Rent Leveling Attorney respondent must be a licensed attorney in the State of New Jersey. Respondent must have significant experience representing Rent Leveling Boards in New Jersey municipalities as legal counsel. The successful respondent will provide this Board with legal guidance and representation relating to, but not necessarily limited to: render consultation and advice on Landlord Tenant Law and the Township Rent Control Ordinance, performing legal research and providing opinions as needed; representing the Board; reviewing, analyzing and advising the Board on any applications before it with any matters relating to Landlord Tenant Law, attending all meetings of the Rent Control Board and any other board or committee as directed; performing all requirements of the Rent Control Board Attorney pursuant to the Code of the Township of Jackson.

### **RENT LEVELING BOARD ACCOUNTANT**

The Rent Leveling Board Accountant shall submit a flat rate per meeting. Services above and beyond meetings please submit an hourly rate.

### **CERTIFIED TREE EXPERT**

The Certified Tree Expert shall be a New Jersey licensed tree expert. The Certified Tree Expert shall provide professional arboricultural consultant services to the Township, Land Use Boards and Shade Tree Commission. The Certified Tree Expert shall handle residential and commercial non-escrowed tree removal permits. The Certified Tree Expert will ONLY perform those tree removal permits that are held in escrow for residential and commercial.

### **TITLE SEARCH SERVICES**

The Title Company shall provide evidence of its Title Insurance Agency License by the State of New Jersey to provide title search services and its Errors & Omissions insurance coverage. Services may involve providing general title searches, In Rem title searches, preparation of foreclosure schedules, Upper Court or judgment searches, not including tax or assessment searches. The Title Company shall also provide a schedule of general service costs.

### **TOWNSHIP ENGINEER**

The Township Engineer shall be a New Jersey Licensed professional engineer. The Township Engineer shall attend meetings of the Township (if required) and to provide general engineering advice. When directed, the Township Engineer shall provide services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance to applicable Township requirements and needs, municipal ordinances, if applicable, and to the general requirements of design practice. When directed, the Township Engineer shall provide services necessary to observe, assess conformity to statutory or other ordinance requirements and report upon the installation of site improvements and subdivision public improvements in connection with Township or other site developments. When directed, the Township Engineer shall provide services necessary to review and assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses, and similar regulatory documents. When requested, the Township Engineer shall provide technical advice to other Township members, officials and agents concerning their review of such documents. The Township Engineer will monitor funding opportunities for Township projects via Federal, State, and/or County programs, and shall perform all other engineering services as directed for the Township's needs. In addition, the Township Engineer shall provide a Certified Public Works Manager or other certified personnel as necessary and requested by the Township.

### **TOWNSHIP ENGINEER (contd.):**

**For the services listed below, Township Engineer Services, the Township of Jackson collects the following fees:**

Pre-Engineering for new buildings, in-ground pools, retaining walls and grading \$125.00

Will you accept this as your fee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "NO" please include your fee \_\_\_\_\_

Re-pre-engineering \$75.00

Will you accept this as your fee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "NO" please include your fee \_\_\_\_\_

Final Engineering for projects that required pre-engineering \$150.00

Will you accept this as your fee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "NO" please include your fee \_\_\_\_\_

## **PLEASE INCLUDE THIS PAGE WITH YOUR PROPOSAL**

### **MUNICIPAL PLANNER**

The Municipal Planner shall be a New Jersey licensed professional planner. The Township Planner shall prepare for the Township reports, presentations and research on land use, housing, open space, economic development, transportation, public utilities, historic preservation, farmland preservation and natural resource protection and conservation. The Township Planner assists and advises the Mayor, Council, and Business Administrator on techniques, rules and regulations that the Township may need in exercising its police powers in the area of land use, housing, open space, economic development, transportation, public utilities, historic preservation, farmland preservation and natural resource protection. The Township Planner assists and advises the Mayor, Council, and Business Administrator in maintaining its land development ordinance. The Township Planner provides planning advice to the Mayor, Council, and Business Administrator on planning proposals as appropriate and requested. The Township Planner prepares plans and other supportive documentation for development and redevelopment as directed by the Mayor. The Township Planner represents the Township as directed in meetings with county, other municipalities and State agency officials. The Township Planner assists the Business Administrator in planning related matters as needed. The Township Planner advises the Township as necessary on new or advanced planning techniques. The Township Planner shall have the capabilities to prepare maps, reports and public presentations. The Township Planner should be a member of the national planning organizations such as the American Institute of Certified Planners.

### **PLANNING BOARD ATTORNEY**

The Planning Board Attorney shall be an attorney at law of New Jersey. The Planning Board Attorney shall attend all regular and special Planning Board meetings, which shall include routine phone calls with staff. The Planning Board Attorney shall prepare and defend all litigation affecting the Planning Board or any member of it, which is the result of decisions made on applications or in the normal performance of their official duties pursuant to the Municipal Land Use Law. The Planning Board Attorney shall provide legal advice, research and assistance on any other special matters, which the Planning Board may require to be addressed by the attorney. The Planning Board Attorney shall draft all legal documents as may be required including preparation of documents, Developers Agreements, and review of deeds, covenants, easements, etc. The Planning Board Attorney shall represent or advise the Planning Board on any matter in which the Planning Board may have a present or future interest.

### **PLANNING BOARD ENGINEER**

The Planning Board Engineer shall be a New Jersey licensed professional engineer. The Planning Board Engineer shall perform such duties as specified in New Jersey State Law and the Municipal Codes and Regulations and shall include, but not be limited to, attend all regular and special Planning Board meetings, which shall include routine phone calls with staff, review and report on all development and site plan applications and perform any additional non-escrow work such as ordinance review as requested by the Planning Board.

### **PLANNING BOARD PLANNER**

The Planning Board Planner shall be a New Jersey licensed professional planner. The Planning Board Planner shall provide general planning services on behalf of the Planning Board. The Planning Board Planner shall

attend all regular and special Planning Board meetings, which shall include routine phone calls with staff. The Planning Board Planner shall review all plans forwarded for review by the Planning Board, conduct site inspections, prepare written reports of all findings and recommendations and attend such meetings as requested by the Planning Board, and employ at their expense such personnel as are deemed necessary to carry out the duties prescribed for the office of municipal planners. The Planning Board Planner shall review and report on planning issues other than development review as requested by the Planning Board Chairman or designee. The Planning Board Planner shall render opinions orally or in writing upon any question of planning submitted to them by the Planning Board Chairman or designee, or anyone else authorized by the Planning Board Chairman or designee to submit such questions. The Planning Board Planner shall perform such other and different functions, powers, and duties, as may be requested by the Planning Board Chairman.

### **BOARD OF ADJUSTMENT/ZONING BOARD ATTORNEY**

The Zoning Board Attorney shall be an attorney in the State of New Jersey. The Zoning Board Attorney shall be retained to provide all legal counsel to the Zoning Board and to service as legal advisor on all matters of the Zoning Board of Adjustment's business. The Zoning Board Attorney shall attend all regular and special Zoning Board meetings, which shall include routine phone calls with staff. The Zoning Board Attorney shall represent or advise the Zoning Board on any matter in which the Zoning Board may have a present or future interest.

### **ZONING BOARD OF ADJUSTMENT ENGINEER**

The Zoning Board Engineer shall be a New Jersey licensed professional engineer. The Zoning Board Engineer shall perform such duties as specified in New Jersey State Law and the Municipal Codes and Regulations and shall include, but not be limited to, attend all regular and special Zoning Board meetings, which shall include routine phone calls with staff. The Zoning Board Engineer shall be available for provisions of design reviews, plan reviews and general engineering and planning advice. The Zoning Board Engineer would be available to provide engineering, surveying and construction observation services and any other services required by the Zoning Board of Adjustment.

### **ZONING BOARD PLANNER**

The Zoning Board Planner shall be a New Jersey licensed professional planner. The Zoning Board Planner shall provide general planning services on behalf of the Zoning Board. The Zoning Board Planner shall attend all regular and special Zoning Board meetings, which shall include routine phone calls with staff. When directed, the Zoning Board Planner shall provide services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding this conformance to applicable municipal ordinances and/or to the general requirements of design practice. When directed, the Zoning Board Planner shall provide services necessary to review and assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. The Zoning Board Planner shall provide technical advice to other Zoning Board employees, officials and agents concerning their review of such documents. The Zoning Board Planner shall perform such other and different functions, powers, and duties as may be requested by the Zoning Board Chairman.

### **ZONING BOARD OF ADJUSTMENT CONFLICT ENGINEER**

The Zoning Board of Adjustment Conflict Engineer shall be a New Jersey licensed engineer and shall perform engineering services such as those described for the Zoning Board of Adjustment Engineer when a conflict arises and the Township is in need of zoning board conflict engineering services.

### **FINANCIAL ADVISORY SERVICES**

The Financial Advisor firm should be a Securities and Exchange Commission (SEC) Registered Financial Advisor and must be independent in respect to the Township. The firm should have extensive experience with TANs, BANs and Bonds for governmental clients.

Services may include:

- The preparation of timetables and work schedules.
- Monitor the status of issue-related activities.
- Assist in and/or review of the preliminary and final official statements.
- Attend any meetings as requested.
- Advise as to the type of competitive sale as well as which bid service to use.
- Provide information from comparable sales to ensure that the borrowing rates are consistent with other TANs, BANs and Bond issues in the market.
- Provide analysis and support to enable entering the capital markets in an orderly, timely and cost efficient manner.
- Presentation to bond rating agencies.
- Create summary reports of debt issuances.
- Coordinate the financing team.

All proposals **must** include description of the firm, experience, references, pertinent litigation pending against the firm and/or its member, and all affiliations and/or contractual relationships with underwriters or investment managers. Additionally, the respondent must submit the following certificates: Affirmative Action Employee Information Report or Certificate of Employee Information Report, proof of general liability insurance coverage and professional liability coverage, proof of NJ Business Registration, and disclosure of ownership.

If respondent is registered with the Municipal Securities Rulemaking Board, please provide certificate which may be a factor in reward of contract.

**HEALTH INSURANCE BROKERS**

Number of Years the firm has been in business of dealing with New Jersey Public Entities. Total number of employees dedicated to servicing group health insurance clients-total number of service employees who hold license in the life and medical authorities. Please provide a minimum of 5 current NJ Public Entities as references for the health insurance brokerage services that you are proposing on. Lines of coverage for each reference must be included. Ancillary lines of coverage, such as Dental or Prescription may, of course, be included. Describe the proposed management of the account as specifically as possible. Your response must indicate that overall coordination of the account will be placed with an identified account manager. The individual's functions should be clearly described and any support personnel should also be identified and their role defined.

Proposal must contain: Name, qualifications and experience of principal who will oversee the relationship. Name and qualifications of any other individual who may assist the principle and #1 above. Fee Schedule, Statement of availability to perform work outlined in the scope of service. Selection will be based on: Qualifications of the primary principal and support staff. General Experience of the firm. Familiarity with Jackson Township and Fee.

**PUBLIC RELATIONS**

In addition to demonstrating an ability to meet all minimum qualifications, the persons and/or firm must also include and address the following:

**Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

**An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.

**A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required for the duration of contract. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience; years and type of experience; and number of years with the firm.

**A description of the vendor's experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similar municipalities. It is imperative to show experience in similar towns.

**The location of the office**, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Ocean County area.

**THREE (3) references** for which similar services have been provided for. Experience with similar municipalities is a plus. Provide the contact names, titles and phone numbers.

If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

In this proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township of Jackson.

The Township will select the vendor deemed most advantageous to the Township, price and other factors considered. The Township of Jackson reserves the right to award or not award any portion of this procurement, and to award to multiple professionals and other Consultants/ Professionals not specifically listed. Any other consultants/ professionals may submit a proposal to include similar format to those listed within.

## BID/RFP DOCUMENT CHECKLIST

**TITLE: Professional Services January 1, 2026- December 31, 2026**

**Items required with BID/RFP**

**Items submitted  
(RESPONDENTS INITIALS)**

**FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY  
CAUSE FOR REJECTION OF THIS RFP**

<input checked="" type="checkbox"/>	Bid Proposal Forms	_____
<input checked="" type="checkbox"/>	Stockholder Disclosure Statement/Disclosure of Ownership	_____
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	_____
<input checked="" type="checkbox"/>	Acknowledgement of Receipt of Addenda or Revisions (if issued)	_____
<input checked="" type="checkbox"/>	NJ Business Registration Certificate as issued by the State of NJ, Department of Treasury, Division of Revenue	_____
<input checked="" type="checkbox"/>	Mandatory EEO Language	_____
<input checked="" type="checkbox"/>	Iran Disclosure form	_____
<input checked="" type="checkbox"/>	Russia Belarus	_____
<input checked="" type="checkbox"/>	Affirmative Action Compliance Notice	_____
<input checked="" type="checkbox"/>	Acknowledgment of appropriate insurance coverage	_____
<input checked="" type="checkbox"/>	Americans with Disabilities Act	_____
<input checked="" type="checkbox"/>	Professional Service Entity Information Form	_____
<input checked="" type="checkbox"/>	W9 Certificate	_____

**NAME OF BIDDER:** \_\_\_\_\_

**DATE & SIGNED BY:** \_\_\_\_\_

**PRINT NAME/TITLE:** \_\_\_\_\_

**CHECKLIST TO BE COMPLETED AND RETURNED WITH BID DOCUMENTS**

# TOWNSHIP OF JACKSON PROPOSAL SHEET

Position: \_\_\_\_\_

## **PROPOSAL 1:**

Flat rate lump sum, which shall include attendance at all Township Council meetings, drafting of resolutions and ordinances, telephone calls from and to all Township officials and employees.

Lump Sum per Month \_\_\_\_\_

Lump Sum per Year \_\_\_\_\_

## **PROPOSAL 2:**

Straight hourly rate for any and all work by title:

Hourly rate:

Attorney \_\_\_\_\_

Paralegal \_\_\_\_\_

Attach a schedule of rates for any additional costs for messenger and any other necessary expenses.

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

**TOWNSHIP OF JACKSON  
PROPOSAL SHEET**

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_

**Attach a schedule of hourly rates for support staff. The schedule must also include any additional costs for all particular kinds of work, such as secretarial, photocopying, telephone, facsimile, messenger and any other necessary expenses.**

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

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

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

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

**Part II**

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

**OR**

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

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

<b>Name of Individual or Business Entity</b>	<b>Home Address (for Individuals) or Business Address</b>

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

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

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

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

### **Part IV Certification**

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

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

## 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 **Township of Jackson** relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
(name of contractor)

Subscribed and sworn to

before me this day

\_\_\_\_\_ Signature

\_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_ (Type or print name of affiant under signature)

Notary public of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)

**TOWNSHIP OF JACKSON**  
**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
------------------------	--------------	---

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTENTION ALL BUSINESS ORGANIZATIONS**  
**PROOF OF NEW JERSEY BUSINESS REGISTRATION**

N.J.S.A 52:32-44 requires that each bidder submit proof of New Jersey business registration with the bid proposal or prior to award of the contract.

All business organizations that do business with a local contracting agency (i.e. Township of Jackson) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency at the time any submission is received or prior to award of the contract. "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

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**FAILURE TO PROVIDE PROOF OF REGISTRATION MAY BE CAUSE TO REJECT A PROPOSAL.**

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Proof of registration shall be a copy of the bidder's New Jersey Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Further information may be obtained by visiting the following web site at the State of New Jersey:

[www.nj.gov/treasury/revenue/busregcert.htm](http://www.nj.gov/treasury/revenue/busregcert.htm).

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

<b>STATE OF NEW JERSEY</b> <b>BUSINESS REGISTRATION CERTIFICATE</b> <b>FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08640-0252</small>
<b>TAXPAYER NAME:</b> <b>TAX REGISTRATION TEST ACCOUNT</b>	<b>TRADE NAME:</b> <b>CLIENT REGISTRATION</b>	 <small>John S. Tully</small> <small>Acting Director</small>
<b>TAXPAYER IDENTIFICATION#:</b> <b>970-097-382/500</b>	<b>SEQUENCE NUMBER:</b> <b>0107330</b>	
<b>ADDRESS:</b> <b>847 ROEBLING AVE</b> <b>TRENTON NJ 08611</b>	<b>ISSUANCE DATE:</b> <b>07/14/04</b>	
<b>EFFECTIVE DATE:</b> <b>01/01/01</b>		
<b>FORM BRC(08-01)</b>		
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		



**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** TAX REG TEST ACCOUNT

**Trade Name:**

**Address:** 847 ROEBLING AVE  
TRENTON, NJ 08611

**Certificate Number:** 1093907

**Date of Issuance:** October 14, 2004

**For Office Use Only:**

20041014112823533

**EXHIBIT A****MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

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

N.J.A.C. 17:27

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, 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, gender identity or expression, disability, nationality 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 forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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, gender identity or expression, disability, nationality 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, gender identity or expression, disability, nationality 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 Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

## STANDARD BID DOCUMENT REFERENCE

<b>Name of Form</b>	<b>COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS &amp; INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		Y/N		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
<b>Instructions Reference</b>						
<b>Description</b>	P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran. Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").					

### **Prohibited Russia-Belarus Activities & Iran Investment Activities**

<b>Person or Entity</b>	
-------------------------	--

#### **Part 1: Certification**

##### **COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The

person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

### CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)*

### CONTRACT AMENDMENTS AND EXTENSIONS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)*

### IF UNABLE TO CERTIFY



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)*

#### CONTRACT AMENDMENTS AND EXTENSIONS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)*

#### IF UNABLE TO CERTIFY



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

#### Part 2: Additional Information

##### PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

#### Part 3: Certification of True and Complete Information

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit 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. 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	



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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (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 identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

*OR*

B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

*OR*

C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If  
Necessary.)*

**State of New Jersey Division of Purchase and Property**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Bid \_\_\_\_\_ : Bidder / Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX**

**FAILURE TO CHECK ONE OF THESE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

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 the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25list.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25list.pdf). Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Township 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, 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 NJ 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: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PLEASE PROVIDE INFORMATION BELOW RELATIVE TO THE ABOVE QUESTIONS. ANSWERS MUST BE THOROUGH. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE MAKE COPIES OF THIS SHEET OR ATTACH YOUR OWN.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror 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 Township of Jackson 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 State to notify the State 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 Jackson and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

**TOWNSHIP OF JACKSON  
INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance for Professional Liability Insurance, satisfactory to the Township of Jackson, shall be filed with the Township Clerk upon award of contract by the Township Committee.

The minimum amounts of insurance to be carried by the Professional Service Entity shall be as follows:

**Professional Liability Insurance**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

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Signature

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Date

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(Print Name and Title)

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

The contractor and the *Township of Jackson* do hereby agree that the provisions of Title 11 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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the *Township of Jackson* 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 of Jackson* in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the *Township of Jackson*, 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.

The *Township of Jackson* 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 of Jackson* or any of its agents, servants, and employees, the *Township of Jackson* shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the *Township of Jackson* or its representatives.

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

It is further agreed and understood that the *Township of Jackson* 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 of Jackson* from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The *Township of Jackson* does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities. The *Township of Jackson* shall allow access to any books, documents, papers, and records of the contractor, which are directly pertinent to that specific contract.

## AMERICANS WITH DISABILITIES ACT (cont'd)

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CFR, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

The *Township of Jackson* considers it to be a substantial conflict of interest for any company desiring to do business with the *Township of Jackson* to be owned, operated or managed by any *Township of Jackson* employee, nor shall any *Township of Jackson* personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the *Township of Jackson*.

---

I hereby certify compliance with the foregoing.

### PARTNERSHIP

The undersigned is a Corporation under the law of the State  
Individual

of \_\_\_\_\_, having principal  
offices at \_\_\_\_\_.

\_\_\_\_\_  
Name of Company, Corporation or Individual

Signed by: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Official Title

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

**TOWNSHIP OF JACKSON**  
**PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If individual is a TRADE NAME, give such trade name;

Trading As: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\*\*\*\*\*

If the Professional Service Entity is a PARTNERSHIP, give the following information:

Name of Partners; \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Signature of authorized agent: \_\_\_\_\_

\*\*\*\*\*

If the Professional Service Entity is INCORPORATED, give the following information:

State under whose laws incorporated: \_\_\_\_\_

Location of principal office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Name of Corp.: \_\_\_\_\_

Signature: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	2 Business name/disregarded entity name, if different from above.
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions)	
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions	
5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ] - [ ] - [ ] [ ] [ ] [ ]
or
Employer identification number
[ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ]

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they