

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

**PROFESSIONAL SERVICES SOLICITATION
FAIR & OPEN PUBLIC SOLICITATION PROCESS**

PROFESSIONAL SERVICES SOLICITED:

- 1A.1 SPECIAL GENERAL COUNSEL
- 1A.2 SPECIAL ATTORNEY LITIGATION
- 1A.3 TOWN AUDITOR
- 1A.4 TAX APPEAL ATTORNEY
- 1A.5 LABOR ATTORNEY
- 1A.6 CONSULTING ENGINEER
- 1A.7 TOWN SURVEYOR
- 1A.8 BOND COUNSEL
- 1A.9 SPECIAL BOND COUNSEL
- 1A.10 RISK MANAGEMENT CONSULTANT
- 1A.11 SPECIAL COUNSEL: FEDERAL REGULATORY SPECIALIST
- 1A.12 REAL PROPERTY APPRAISER
- 1A.13 ALCOHOLIC BEVERAGE CONTROL BOARD COUNSEL
- 1A.14 LOCAL AND STATE GRANT WRITER
- 1A.15 MUNICIPAL PROSECUTOR
- 1A.16 PLANNING BOARD ATTORNEY
- 1A.17 ZONING BOARD OF ADJUSTMENT ATTORNEY
- 1A.18 MUNICIPAL PUBLIC DEFENDER
- 1A.19 TOWN VETERINARIAN
- 1A.20 PLANNER
- 1A.21 TOWN ARCHITECT
- 1A.22 INFORMATION TECHNOLOGY CONSULTANT
- 1A.23 SUBSTITUTE MUNICIPAL PROSECUTOR
- 1A.24 SUBSTITUTE MUNICIPAL PUBLIC DEFENDER

SUBMISSION DATE: January 11, 2017 at 11:00am

**PUBLIC NOTICE TO PROFESSIONAL ENTITIES
GLOSSARY
PROFESSIONAL SERVICES SOLICITED
INTRODUCTION AND INFORMATION FOR PROFESSIONAL SERVICES ENTITIES
SUBMISSION REQUIREMENTS
CHECK LIST
SUBMISSION DOCUMENTS**

TOWN OF SECAUCUS
PUBLIC NOTICE FOR THE SOLICITATION OF
PROFESSIONAL SERVICE CONTRACTS
FOR THE PERIOD OF JANUARY 1, 2017 THROUGH DECEMBER 31, 2017

NOTICE IS HEREBY GIVEN that **sealed submissions** will be received by the Town Clerk, or designated representative, for the Town of Secaucus, County of Hudson, State of New Jersey on **Wednesday, January 11, 2017, 11:00 A.M.** prevailing time, in Council Chambers II, Municipal Government Center, 1203 Paterson Plank Road, Secaucus, New Jersey 07094, then publicly unsealed and opened.

Submission packages and requirements may be obtained online at www.secaucusnj.gov or at the Town of Secaucus Purchasing Office at 1203 Paterson Plank Road, 3rd Floor, Secaucus, New Jersey, (201) 330-2025, during regular business hours, 9:00 A.M. to 4:00 P.M., Monday through Friday, excluding holidays.

Requests for Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.4 et seq. All Professional Service Entities are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts). Additionally all Professional Service Entities are required to comply with the requirements of the Town of Secaucus' Pay to Play Ordinance (No. 2009-12)(Code of the Town of Secaucus, Chapter 26). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Town reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Town. The Town shall award the contract or reject all submissions no later than 60 days from receipt of the same.

By authorization of the Mayor and Council of the Town of Secaucus, Hudson County, New Jersey.

Michael Marra, Town Clerk

Dated:

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

“Town” - refers to the Town of Secaucus.

“Qualification Statement” or “Statements” - refers to the complete responses to this RFP submitted by the Respondents.

“Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Town) have satisfied the qualification criteria set forth in this RFP.

“RFP” - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” - refers to the interested firm(s) and person(s) that submit a Qualification Statement.

SECTION 1

PROFESSIONAL SERVICES SOLICITED

1A.1 SPECIAL GENERAL COUNSEL

Special General Counsel shall be an Attorney at Law or firm of the State of New Jersey. The Attorney shall represent the Town in all judicial and administrative proceedings in which the Town or any of its officers or agencies may be a party or have an interest as assigned by the Town Attorney, Town Administrator and/or Mayor. The Special General Counsel shall give all legal counsel and advice, where required by the Town Attorney, Town Administrator, Mayor and Council or any member thereof. Special General Counsel shall be compensated at a rate not to exceed \$175.00 per hour. In furtherance of such general powers and duties, but without limitation thereof, Special Counsel shall, at the request of the Town Attorney:

- 1) Draft and approve as to form and sufficiency all legal documents, contracts, deeds, ordinances and resolutions made, executed or adopted by or on behalf of the Town.
- 2) With approval of Mayor and Council and at the direction of the Town Attorney, conduct appeals from orders, decisions or judgments affecting any interest of the Town as may be determined to be necessary or desirable.
- 3) Subject to the approval of the Mayor and Council and under the direction of the Town Attorney, have the power to enter into any agreement, compromise or settlement of any litigation in which the Town is involved.
- 4) Render opinions in writing upon any question of law submitted to the Special Counsel by the Town Attorney, Town Administrator, Mayor and Council or any member thereof, or the head of any Town Department, with respect to their official powers and duties and shall perform such other duties as may be necessary to provide legal counsel to the Mayor, Council and Administration in the administration of municipal affairs.

1A.2 SPECIAL ATTORNEY LITIGATION

The Special Attorney Litigation shall be an Attorney at Law in the State of New Jersey, but need not be a resident of the Town. The Special Attorney Litigation shall provide litigation services to the Town of Secaucus and its employees as directed by the Town Attorney, Town Administrator or the Mayor and Council which shall include, but not be limited to, representation of police officers in Municipal and other Courts where charges have been filed against them for

acts taken in the course of and consistent with their employment and such other matters as appropriate.

1A.3 TOWN AUDITOR

The Town Auditor shall make the annual audit of the Town financial records for the year ending December 31, 2017 and shall serve as Town Auditor for the calendar year 2017, and performing 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 Town Auditor shall perform such duties and render such services as may from time to time be requested by the Mayor and Council, the Chief Financial Officer or the Town Administrator. The Town Auditor should have a minimum of five (5) years municipal experience and possess appropriate professional licenses including, but not limited to, RMA and CPA.

1A.4 TAX APPEAL ATTORNEY

The Tax Appeal Attorney shall be an Attorney at Law in the State of New Jersey. The Tax Appeal Attorney shall perform all legal services required in order to defend and/or prosecute real property tax appeals relating to those ongoing real property tax appeals and such other appeals or tax matters that may be filed against and/or by the Town of Secaucus and such ongoing municipal tax matters in which the Town has required legal representation by counsel other than the Town Attorney that may be filed against and/or by the Town of Secaucus or other similar representation as required or desired.

1A.5 LABOR ATTORNEY

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

1A.6 CONSULTING ENGINEER

The Consulting Engineer shall serve to assist the Town Engineer when called upon with projects and issues throughout the Town including, assistance with project-planning, estimation, design and inspection; residential land use development inspections; permitting; regulatory compliance; traffic and roadway projects; drainage and various other engineering matters. The firm must demonstrate that engineers on staff are licensed as engineers in the State of New Jersey for at least fifteen (15) years and have represented municipalities for at least ten (10) years. The proposer shall have engineers on staff that are certified municipal engineers. The

proposer must demonstrate that it is thoroughly familiar with the Municipal Land Use Law, the rules and regulations of the State of New Jersey and the rules and regulations of the Meadowlands Commission. Please include experience in working with federal funded programs such as CDBG, FHWA, etc. The firm will also be engaged to work on Special and Capital Projects as assigned, and as such, proposer must demonstrate extensive engineering experience in various public works projects, including, but not limited to:

1. New building development
2. Parking facilities
3. Bridges and storm water management
5. Recreational facilities
6. Site development
7. Various types of New Jersey permits
8. Brownfield consulting
9. Civil engineering
10. Geotechnical/subsurface investigation
11. HVAC
12. Electrical engineering services
13. Landscape design
14. Environmental site assessment
15. Wetlands consulting
16. Roadway design and consulting
17. Industrial hygiene and training
18. Underground storage tank consulting
19. "Green technology" consulting

The proposer must also be experienced in preparing bid specifications for various municipal construction projects and in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Town of Secaucus including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities.

1A.7 TOWN SURVEYOR

The Town Surveyor shall be a New Jersey licensed Professional Land Surveyor and shall provide the Town with land and construction surveying services as requested.

1A.8 BOND COUNSEL

The Bond Counsel shall be an Attorney at Law in the State of New Jersey. The 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, the Bond Counsel shall be responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Town. The Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board and attendance at any related meetings of the Board.

1A.9 SPECIAL BOND COUNSEL

The Special Bond Counsel shall be an Attorney at Law in the State of New Jersey. Special Bond Counsel shall perform specialized tasks and provide advice regarding the same such as: Regulatory and PEOSHA Matters, Energy Procurement, Finance and Contracting Matters with emphasis on Local Land, Building and Redevelopment Law and related general litigation; and other public sector related legal matters.

1A.10 RISK MANAGEMENT CONSULTANT

The Risk Management Consultant shall be licensed by the State of New Jersey Department of Insurance and shall act as the consultant to the Town in securing various insurance services to provide maximum protection at minimum cost. The Risk Management Consultant shall work with the Joint Insurance Fund and Municipal Excess Liability Fund to which the Town belongs to maximize the Town's benefits therefrom.

1A.11 SPECIAL COUNSEL: FEDERAL REGULATORY SPECIALIST

The Special Counsel Federal Regulatory Specialist shall be an Attorney at Law with expertise and experience in dealing with the various federal agencies and the grants and programs administered by such agencies.

1A.12 REAL PROPERTY APPRAISER

The Real Property Appraiser shall be a licensed New Jersey Real Estate Appraiser and a Member of the Appraisal Institute. Appraiser shall assist the Tax Assessor, the Tax Appeal Attorney and the Special Tax Counsel with respect to all valuation issues and shall prepare such reports as requested from time to time by the Town Administrator, Town Attorney or Mayor and Council.

1A.13 ALCOHOLIC BEVERAGE CONTROL BOARD COUNSEL

The Alcoholic Beverage Control Board Counsel shall be an Attorney at Law in the State of New Jersey. The Alcoholic Beverage Control Board Attorney shall be retained to provide all legal counsel to the Alcoholic Beverage Control Board and to serve as legal advisor on all matters of the Board's business. The Alcoholic Beverage Control Board Attorney shall attend all regular and special Alcoholic Beverage Control Board meetings, and respond to routine phone calls with

staff and handle all counseling matters. The Alcoholic Beverage Control Board Attorney shall represent or advise the Board on any matter in which the Alcoholic Beverage Control Board may have a present or future interest.

1A.14 LOCAL AND STATE GRANT WRITER

The Local-State Grant Writer shall be responsible for researching and identifying local and state grants, as well as, completing and submitting applications (and related follow-up) in areas including, but not limited to, infrastructure investment, beautification, open space projects, educational facilities and walkway/bikeway improvements.

1A.15 MUNICIPAL PROSECUTOR

The Municipal Prosecutor shall be an Attorney at Law in the State of New Jersey and shall provide all necessary legal counsel and advice for the prosecution of cases before the Municipal Court of the Town of Secaucus. The Municipal Prosecutor shall conduct the prosecution of such cases except such crimes and offenses as it may be the duty of the County or State Officers to prosecute. The Municipal Prosecutor shall be compensated at a rate not to exceed \$385.00 per session.

1A.16 PLANNING BOARD ATTORNEY

The Planning Board Attorney shall be an Attorney at Law in the State of New Jersey. The Planning Board Attorney shall be retained to provide all legal counsel to the Secaucus Planning Board and to serve as legal advisor on all matters of the Board's business. The Planning Board Attorney shall attend all regular and special Planning Board meetings and handle all phone calls with staff. The Planning Board Attorney shall represent and advise the Board on any matter in which the Planning Board may have a present or future interest pursuant to the Municipal Land Use Law and Town Ordinances.

1A.17 ZONING BOARD OF ADJUSTMENT ATTORNEY

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

1A.18 PUBLIC DEFENDER

The Public Defender shall be an Attorney at Law in the State of New Jersey. The Public Defender shall act as counsel for those defendants appearing in Municipal Court of the Town of Secaucus who are determined to be indigent in accordance with the rules and standards established by the Court. The Attorney should have experience in representing individuals in municipal court and as a defense attorney/Public Defender. The Public Defender shall be compensated at a rate not to exceed \$325.00 per session.

1A.19 TOWN VETERINARIAN

The Town Veterinarian shall be a Veterinarian licensed to practice in the State of New Jersey with its office located in or within three (3) miles from the border of the Town of Secaucus and shall be available for the emergency care and/or sheltering of animals on a twenty-four (24) hour a day basis. The successful proposer shall furnish not only their qualifications for this position but also a rate for the following:

1. Office Visit Exam;
2. Rabies vaccination;
3. Distemper shots;
4. CITE (FELV/FIV)
5. Boarding cats per day;
6. Boarding dogs per day;
7. Spaying cats;
8. Neutering cats;
9. Spaying dogs;
10. Neutering dogs;
11. Rescue Micro Chip insertion;
12. Diagnostic films;
13. Medication mark-up percentage; and
14. Any other normal and customary charges.

1A.20 PLANNER

All applicants for the position of Planner shall establish that they are properly licensed by the New Jersey State Board of Professional Planners, pursuant to Title 45 of the New Jersey Statutes, Chapter 14A and all administrative rules governing the operation of the Board of Professional Planners. All applicants shall have the requisite experience and training in administration, advisement, consultation or performance of professional work in the development of master plans in accordance with the provisions of New Jersey State statutes. Experience and knowledge of Secaucus' Municipal Code and the Master Plan of the New Jersey Meadowlands Commission preferred. Such services shall be provided primarily to guide the Town's policy for the assurance of orderly and coordinated development of municipal, county, regional and all land areas. Appearance at Planning Board meetings will be periodically required.

1A.21 TOWN ARCHITECT

The Town Architect shall be a licensed architect in the State of New Jersey and shall provide architectural and construction services to the Town on a project by project basis as assigned by the Town Administrator or the Mayor and Council.

1A.22 INFORMATION TECHNOLOGY CONSULTANT

The information technology consultant shall be a licensed and/or certified in the appropriate systems to appropriately trouble-shoot, repair, install or do other work as necessary on the Town's computer network, hardware, software and any other like equipment as assigned by the Information Technology department and/or administrator.

1A.23 SUBSTITUTE MUNICIPAL PROSECUTOR

In the event that the Municipal Prosecutor cannot appear for a court session or a conflict is present, the Substitute Municipal Prosecutor shall provide all necessary legal counsel, advice and services for the prosecution of cases before the Municipal Court of the Town of Secaucus. The Substitute Municipal Prosecutor shall be an Attorney at Law in the State of New Jersey and shall assume the duties of the Municipal Prosecutor during a session in his/her absence. The Town reserves the right to compile a list of up to three (3) Professional Service Entities to serve as Substitute Municipal Prosecutor on an as needed basis. The Alternate Municipal Prosecutor shall be compensated at a rate of \$300.00 per session.

1A.24 SUBSTITUTE MUNICIPAL PUBLIC DEFENDER

In the event that the Municipal Public Defender cannot appear for a court session or a conflict is present, the Substitute Municipal Public Defender shall provide all necessary legal counsel, advice and services for those defendants appearing in Municipal Court of the Town of Secaucus who are determined to be indigent in accordance with the rules and standards established by the Court. The Substitute Municipal Public Defender shall be an Attorney at Law in the State of New Jersey and shall assume the duties of the Municipal Public Defender during a session in his/her absence. The Town reserves the right to compile a list of up to three (3) Professional Service Entities to serve as Substitute Public Defender on an as needed basis. The Substitute Municipal Public Defender shall be compensated at a rate of \$250.00 per session.

SECTION 2
INTRODUCTION AND GENERAL INFORMATION

2.1. Introduction and Purpose.

The Town of Secaucus is soliciting Proposals from interested persons and/or firms for the provision of professional services for the services mentioned in the Public Notice of Solicitation. The Town will consider proposals from persons and/or firms that possess the requisite professional, financial and administrative capabilities to provide the proposed services. Firms and/or individuals responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

2.2. Procurement Process and Schedule.

The Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.4 et seq. The selection of Qualified Respondents is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.4 et seq., and also the Town's Pay-To-Play Ordinance, Chapter 26. The Town has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFP.

All communications concerning this RFP or the RFP process shall be directed to the Town's Designated Contact Person, in writing.

Designated Contact Person:

Michael Marra, Town Clerk
Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094

Proposal documents must be submitted to, and be received by, the Town, via mail or hand delivery, by 11:00am on January 11, 2017. Proposals will not be accepted by facsimile transmission or e-mail.

Each submission shall be contained in a sealed envelope addressed to the Town of Secaucus Purchasing Department, 1203 Paterson Plank Road, Secaucus, New Jersey 07094 and shall specify the Appointment Number and Title for which the submission is provided. The submission shall be marked "Sealed Submission Enclosed" and must be delivered or mailed and received prior to the opening time set forth.

Subsequent to issuance of this RFP, the Town (through the issuance of addenda to all known firms that have received a copy of the RFP and through an online posting at www.Secaucusnj.gov) may modify, supplement or amend the provisions of this RFP in order to

respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Town.

2.3. Conditions Applicable to RFP.

Upon submission of a response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, and review and consideration of its Statement:

- The Town reserves the right in its sole judgment to reject for any reason any and all responses and components thereof, and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The Town reserves the right in its sole judgment to reject any Respondent that submits incomplete responses to this RFP, or a Statement that is not responsive to this RFP.
- The Town reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP, or request additional information. Failure of the Respondent to acknowledge receipt of any addenda shall not relieve the Respondent from any obligation.
- All Statements shall become the property of the Town and will not be returned.
- All Statements will be made available to the public at the appropriate time, as determined by the Town (in the exercise of its sole discretion) in accordance with law.
- The Town may request Respondents to send representatives to the Town for interviews.
- Any and all Statements not received by the Town by the time and date specified for receipt will be rejected.
- The Town is not responsible for submissions misdirected, lost in transit or mail any time before submission opening or hand-delivered to an incorrect location.
- Submissions forwarded to the Town Clerk before the time of opening of submissions may be withdrawn upon written application of the Professional Service Entity. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions are opened, they must remain firm for sixty (60) days.
- On the Bid Proposal Form, Respondent must state the prices and rates offered, written or typed in ink, in words and numbers for each item requested. If the amount shown in words and its equivalent in figures in the Proposal Form do not agree, the written words shall be binding. In the event there is a discrepancy between the unit prices and the extended totals, including any formula, the unit prices shall prevail.
- No oral interpretation will be made to any potential bidder. A request for interpretation or clarification should be made in writing by facsimile to the Town Clerk, 1203 Paterson Plank Road, Secaucus, NJ 07094, Facsimile Number: 201-617-5952. The request shall be made at least three (3) days prior to the bid

opening date. Interpretations will be made in the form of an addendum to the RFP, and notice provided as indicated in these documents.

2.4 Rights of the Town.

The Town reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any proposal received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Town deems necessary or convenient, to clarify the information provided as part of the Statement and to request additional information to support the information included in any Statement.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, the Town may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The Town shall be under no obligation to complete all or any portion of the process described in this RFP.
- All awards are subject to the availability of funding.

2.5 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Town, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Statement or other information required by the RFP.

2.6 Proposal Format and Exceptions.

Responses shall be properly completed and submitted in accordance with the RFP (See Bid Proposal Checklist). Responses which, in the judgment of the Town, fail to meet the requirements of the RFP, in whole or in part, or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

More than one submission for each distinct professional service from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

2.7 Award of Contract.

The Proposals for each professional service will be reviewed independently. The Contract for each service shall be awarded separately to the Respondent who meets all requisite professional, financial and administrative capabilities to provide the proposed service on the basis of most advantageous, price and other factors considered. The Town of Secaucus reserves the right to award on a "service by service" and "per project" basis, in part or in whole as determined by the Town.

2.8 Term of Contract.

The successful Professional Service Entity will be awarded a one (1) year Contract term pursuant to N.J.S.A. 40A:11-3(b). No minimum payment is implied or guaranteed.

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the Professional Services Entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration of the contract.

2.9 Payment under the Contract.

Checks are processed by the Town of Secaucus' Finance Department on or about the 30th day of every month. The Professional Service Entity shall be responsible for the submission of approved signed vouchers along with any invoice or billing for services rendered in advance of said date. The Professional Service Entity shall make every effort to submit such on a monthly basis for services rendered to the Town in the preceding thirty (30) days, but no later than sixty (60) days after any service is rendered to the Town.

2.10 Termination of Contract.

The Town of Secaucus reserves the right to terminate any Contract by giving written notice of such termination at least thirty (30) days prior to the proposed effective date of termination. Such termination shall relieve the Town of any obligation for the balances to the Contractor of any sum or sums set forth in the Contract. In case of default by the Entity, the Town may procure the services from other sources and hold the Professional Service Entity responsible for any excess cost occasioned thereby.

2.11 Other Contract Terms.

Respondents will not be permitted to use Subcontractors unless written approval of the Town of Secaucus is obtained prior to such.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 Submission Requirements.

At a minimum, the Respondent shall, as part of its Statement, provide the following information:

- a) Documented past performance of the same or similar professional service.
- b) Explanation of perceived relevance of the experience to the RFP.
- c) Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein. All employment shall be in compliance with all federal and state regulations and statutes.
- d) Availability to accommodate scheduled meetings, sessions or other in person requirements for the service.
- e) Confirmation of appropriate federal and state licenses to perform activities.
- f) Name, address and contact information of references.
- g) References and record of success of same or similar service, including but not limited to, each public entity that the Respondent has performed work, or provided services for, in the past three (3) years, provide the name, contact number and a description of work performed or services provided.
- h) Experience with and familiarity with the Town's needs and goals.
- i) Description of ability to provide the services in a timely fashion, including staffing, familiarity and location of key staff.
- j) Cost details, including the hourly rate of each of the individuals who will be performing services, (please specify if different rates based on experience or position of individual) and expense and/or administrative rates applicable.
- k) Description of technical process and equipment used in performing the tasks, if applicable.
- l) Completion of all forms attached, including but not limited to, the Professional Service Entity Information Form, Disclosure of Ownership Form, Affidavit of Non-Collusion, Mandatory Equal Employment Opportunity Notice Acknowledgment, Insurance Requirements and Acknowledgment Form, Acknowledgment of Secaucus Pay To Play Ordinance and Disclosure of Investment Activities in Iran and Acknowledgment of Corrections, Additions and Deletions Form
- m) Copy of New Jersey Business Registration Certificate. (See Section 2.4).
- n) Please submit one (1) original and two (2) additional sets of the sealed submission.

3.2 Affirmative Action Requirements.

The successful Respondent agrees to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq. The bidder agrees to the mandatory language and terms set forth below as required by N.J.A.C. 17:27-1.1 et seq. Prior to the execution of the Contract, the successful Respondent will submit (1) evidence that the Respondent is operating under an existing federally approved affirmative action program, (2) a Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27-4, or (3) a completed initial Affirmative Action Employee Information Report (Form AA-302).

Mandatory Affirmative Action Language

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national

origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: (1) Letter of Federal Affirmative Action Plan Approval; (2) Certificate of Employee Information Report; or (3) 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.

3.3 Americans with Disabilities Act of 1990.

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. The successful bidder agrees to comply with the requirements of Title II of the Americans with Disabilities Act of 1990 ("Act"). The bidder agrees to the mandatory language and terms of the Act as follows:

The Contractor and the Town do hereby agree that the provisions of Title II 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Town 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 Town in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Town, 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 Town grievance procedure, the Contractor agrees to abide by any decision of the Town which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Town or if the Town incurs any expense to cure a violation of the Act which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

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

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

It is further agreed and understood that the Town 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 the contract. 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 the contract, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Town from taking any other actions available to it under any other provisions of the contract or otherwise at law.

3.4 New Jersey Business Registration Requirements.

The Respondent shall comply with the requirements of the Business Registration Law, N.J.S.A. 52:32-44 (P.L. 2004, c. 57). The Respondent shall submit a copy of its business registration certificate as part of its Statement. The mandatory language and terms of the Business Registration law are set forth below. For information on the Business Registration Law go to: <http://www.state.nj.us/njbusiness/registration>. All Professional Service Entities shall submit an accurate list and the proof of business registration of each subcontractor or supplier, or shall attest that no subcontractors were used.

3.5 Insurance Requirements.

The successful Professional Service Entity shall furnish a copy of their insurance certificate to the Town Clerk upon award. Any insurance shall cover the entire contract terms and be maintained for the duration of the contract.

TOWN OF SECAUCUS
BID PROPOSAL CHECKLIST
PROFESSIONAL SERVICE

Respondent bidder should mark ("X") next to the items noted below, indicating that the document has been submitted.

- _____ Bid Proposal Checklist
- _____ Documents or narratives responding to Qualifications Submission
- _____ Professional Service Entity Information Form
- _____ Bid Proposal Form
- _____ Disclosure of Ownership Form
- _____ Affidavit of Non-Collusion
- _____ Mandatory Equal Employment Opportunity Notice Acknowledgment
- _____ Insurance Requirements and Acknowledgment Form
- _____ Copy of Business Registration Certificate issued by the New Jersey Department of Treasury, pursuant to N.J.S.A. 52:32-44 et seq.
- _____ Acknowledgment of Secaucus Pay To Play Ordinance
- _____ Disclosure of Investment Activities in Iran Form
- _____ Acknowledgment of Corrections, Additions and Deletions Form

Reminder: Please submit one (1) original and two (2) additional sets of the sealed submission.

Signature of Professional

Printed Name

Title

Date

TOWN OF SECAUCUS

SUBMISSION FORM

- 1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications:**

- 2. References and record of success of same or similar service:**

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

Note: Attach additional sheets as necessary with responses to Section 3 "SUBMISSION REQUIREMENTS."

Firm: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone No.: _____ Fax No.: _____

TOWN OF SECAUCUS

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 has 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 Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

TOWN OF SECAUCUS
BID PROPOSAL FORM

Professional Service Title and Bid Number, if applicable:

Description of Goods/Services Being Bid:

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

Amount(s) in Words, including the hourly or session rates of each of the individuals who will perform services and all expenses:

Amount(s) in Numbers:

\$

Entity Name:

Address:

Telephone Number:

Facsimile Number:

Signature of Professional

Printed Name

Title

Date

TOWN OF SECAUCUS
DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "...no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the contracting or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership".

1. If the service entity is a **partnership**, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the service entity is a **corporation**, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of **that** corporation.
4. If the professional service entity is other than a corporation or partnership, the submitter shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name	Address

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ Subchapter S Corporation

Signature

Date

Printed Name

Title

TOWN OF SECAUCUS
AFFIDAVIT OF NON-COLLUSION

Re: Professional Service of _____ (Title of Service Submitting For)

STATE OF NEW JERSEY)
) ss.:
COUNTY OF)

I, _____ of

in the City/Town/Township/Borough of _____, County of _____ and State of _____, of full age, being duly sworn according to law upon my oath depose and say:

1. I am the _____ of the firm of _____, the Professional Service Entity making the submission for the above-named service, and I executed the forms and documents in this submission with full authority to do so; and I state that the Professional Service Entity 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 service, and that all statements contained in the submission and in this Affidavit are true and correct, and made with full knowledge that the Town of Secaucus (the "Town") relies upon the truth of the statements contained in the submission documents completed and submitted by the Professional Service Entity, and in the statements contained in this Affidavit, in awarding the contract for the said service.

2. 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.

Signature of Professional

Subscribed and sworn to before me
this _____ day of _____, 20__.

Printed Name

NOTARY PUBLIC

Title

TOWN OF SECAUCUS

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE

(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the Town of Secaucus, 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 vendor 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. 17:27-1.1 et seq.;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Town of Secaucus to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Town of Secaucus during normal business hours. Employee Information Report (AA302) or proof of filing same must be provided by successful vendor prior to being paid by the Town of Secaucus for any work performed.

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

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

TOWN OF SECAUCUS
INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM

Certificate(s) of Insurance shall be filed with the Town of Secaucus Office of the Town Clerk upon award of contract by the Mayor and Council. The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

Professional Liability Insurance in the minimum amount of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgment of Insurance Requirement:

Signature of Professional

Printed Name

Title

Date

TOWN OF SECAUCUS
ACKNOWLEDGMENT OF SECAUCUS PAY TO PLAY ORDINANCE

Chapter 26 of the Secaucus Code addresses "Pay to Play" reforms in the Town of Secaucus. The undersigned acknowledges that he/she has read and understands the ordinance. Moreover, the undersigned represents that he/she, his/her firm, spouse and child living at home has not (and will not) solicited or made any contributions of money, pledge of contribution, including in-kind contributions in excess of the allowable limits within two (2) calendar years immediately preceding the date of the contract or agreement or the effective date of Chapter 26, whichever is shorter, to: (i) any municipal candidate or holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Town of Secaucus party committee, or (iii) to any candidate committee, PAC or CPC that regularly engages in, or whose primary purpose is the support of Secaucus municipal elections and/or municipal parties, between the time of first communication between that professional business entity or vendor and the municipality regarding a specific professional services agreement or goods and services agreement, as the case may be, and the later of the termination of negotiations or rejection of any proposal, or the completion of the contract or agreement.

I also understand that for any contract awarded in excess of \$50,000.00, the State of New Jersey Election Law Enforcement Commission (ELEC) requires the completion of the Business Entity Annual Statement "Form BE" to be filed annually with the Commission.

Subscribed and sworn to before me
this _____ day of
_____, 201__

Notary Public
State of _____
My Commission Expires _____

Signature of Professional

Printed Name

Title

Date



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. Box 039

TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
Acting State Treasurer

JIGNASA DESAI-MCCLEARY
Director

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

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftkhim (Belarusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdream PLC
20.	Maire Tecnimont SpA
21.	Naftiran Intratrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong FIN CNC Machine Company, Ltd.
29.	Sinohydro
30.	SKS Ventures
31.	Som Petrol AS
32.	Zhuhai Zhenrong Company

List Date: August 4, 2016

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE 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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall 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 N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. **I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive** and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: 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.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 State of New Jersey 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 State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

TOWN OF SECAUCUS
ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____ of the firm

hereby acknowledges that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

Signature of Professional

Printed Name

Title

Date

END OF SUBMISSION PACKAGE