## TOWNSHIP OF BORDENTOWN

## REQUEST, SOLICITATION AND INVITATION FOR PROPOSALS FOR THE POSITION OF TOWNSHIP PLANNER

The Township of Bordentown is accepting proposals from qualified firms for the position of Township Planner to serve the Township for calendar year 2027. Notice request for proposals for positions for 2027 was published on the Bordentown Township website under Public Notices. A copy of the said published notice is attached hereto at Page 2. You must comply strictly with the submission requirements set forth therein.

Proposals must be received by the Office of the Township Clerk of the Township of Bordentown at the Bordentown Township Municipal Complex, 1 Municipal Drive, Bordentown, NJ 08505 by **Tuesday, November 10, 2026 at 10:00 AM** in the form required by Section V. No late submissions will be accepted.

**THE FOLLOWING IS A RESTATEMENT OF THE NOTICE:**

TOWNSHIP OF BORDENTOWN
PUBLIC NOTICE

Please be advised that the Township of Bordentown is accepting proposals for the following positions for 2027:

- APPRAISER
- BOND COUNSEL
- FINANCIAL ADVISOR
- INSURANCE BROKER
- LABOR COUNSEL
- PLANNER FOR SPECIAL PROJECTS
- PROSECUTOR
- PUBLIC DEFENDER
- REDEVELOPMENT SPECIAL COUNSEL
- RISK MANAGEMENT CONSULTANT
- TAX COUNSEL
- TOWNSHIP ATTORNEY
- TOWNSHIP AUDITOR
- TOWNSHIP ENGINEER
- TOWNSHIP PLANNER
- PLANNING BOARD ATTORNEY
- PLANNING BOARD ENGINEER
- PLANNING BOARD TRAFFIC ENGINEER
- PLANNING BOARD LANDSCAPE ARCHITECT / PLANNER

Instructions for submission are available on the Township Website at www.bordentowntownship.com under "RFPs/Job Openings" accessible from the home page or by emailing a request to clerk@bordentowntwp.org. One (1) original copy must be submitted in a sealed envelope or package to the Township of Bordentown, Office of the Township Clerk, 1 Municipal Drive, Bordentown, NJ 08505 no later than 10:00 AM on Tuesday, November 10, 2026.

In addition, a digital copy of the proposal in PDF format must be emailed to c.dziura@bordentowntwp.org by 10:00 AM, Tuesday, November 10, 2026. The determination as to whether a proposal is received "on time" will be based upon the date & time of receipt of the original paper proposal—NOT the date and time of receipt of the digital copy of the proposal via email.

No proposals will be accepted by facsimile or only email.

Cynthia Dziura, RMC/CMR
Township Clerk

# I. INTENT

The Township Committee of the Township of Bordentown, County of Burlington and State of New Jersey intends to appoint and fill, for calendar year 2027, the position of Township Planner for the Township of Bordentown. The effective date of the contract will be January 2, 2027, the date of the Bordentown Township Reorganization Meeting.

The General Criteria articulated herein at Section III for the selection of the Township Planner have been specifically approved by the Township Committee of the Township of Bordentown. Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The successful proposal shall become a part of the signed contract upon award and execution of said contract. There will be no award or appointment to the position of Township Planner until formally approved by the Township Committee by resolution at the Township's reorganization meeting on January 2, 2027.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq*. As per the provisions of N.J.S.A. 19:44A-20.4 *et seq*., the Township of Bordentown shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Township of Bordentown shall be the sole judge of the submissions received pursuant to this Request, Solicitation and Invitation for Proposals.

# II. INSURANCE

This Request, Solicitation and Invitation for Proposals is for the appointment of a professional or quasi-professional position with the Township of Bordentown or a position for which there is a bidding exemption under N.J.S.A. 40A:11-1 *et seq*. Each proposer should have professional errors and omissions insurance. Attached hereto at Attachment A is the Certification of Insurance. Said Certification must be executed and documents attached thereto by the proposer to the extent that the proposer believes that the attachment of such documents provide proof of insurance for appropriate purposes. Errors and omissions policy, if any, and declaration page shall be attached showing current protection.

During the term of the contract, it shall be the responsibility of the proposer/professional to provide the Township with additional declaration pages of insurance in compliance with this paragraph showing current coverage when any insurance policy expires. Submission of proof of the required insurance coverage in the form of a certificate or certificates of insurance is a continuing condition precedent to service by the professional that receives the appointment.

# III. PROFESSIONAL EVALUATION AND RANKING METHODOLOGY

## A. AWARD CRITERIA

### 1. QUALIFICATIONS AND EXPERIENCE

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, a resume for each individual to perform work for the Township. The resume should list education, advanced academic credentials, certifications, licenses, awards, formal recognitions and affiliations. The applicant must provide evidence of general experience in performing the required services for municipal and public entities in the State of New Jersey. Applicants shall provide a listing of entities served along with a contact name and a statement of the nature of provided services. The Township reserves the right to contact the listed entities for references.

### 2. SPECIFIC ABILITY, KNOWLEDGE AND EXPERIENCE

The applicant must, to any specific extent possible, provide the applicant's ability, availability and experience to accommodate the needs of the Township of Bordentown. The Township will provide due weight to the familiarity with the Township and its issues as well as previous direct experience in performing the required services for the Township of Bordentown. As the position requires regular contact with Township officials, the applicant should provide details as to its office being fully staffed, responsive and reasonably accessible to the Township.

### 3. COMPENSATION

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated. It is requested that the applicant provide hourly rates for all employee levels proposed to service the Township. Please specify whether the hourly rates would apply to meeting attendance and travel.

### 4. ETHICS AND CONFLICTS OF INTEREST

Integrity and ethics are strong considerations when considering confidential positions. The applicant must certify that the firm and/or individuals to serve the Township are in good standing and have never been reprimanded, censured or suspended by the profession's governing authority (e.g., Supreme Court for attorneys) and if so, the nature of such reprimand, censure or suspension. The applicant should include a statement denying or addressing any potential conflicts of interest that could arise in serving the Township in addition to completing the Conflict of Interest Certification attached hereto as Attachment B.

B. DUTIES OF TOWNSHIP PLANNER

The Township Planner's general duties are to perform such duties as are prescribed by general law, ordinance, and/ or the direction of the Township Administrator which may include but not be limited to the following:

1. Develop and review information and plans, provide recommendations on complex planning problems related to a variety of land uses involving conflicting factors, economic growth, and the social and cultural welfare of communities;
2. Plan and prepare comprehensive planning studies that are used as the basis for administrative or budget planning;
3. Study the financial and economic implications and community impact of various projects and proposals;
4. Conduct studies relating to the development of specific projects;
5. Organize and coordinate planning programs for the Township;
6. Provide assignments and instruction to professional and other staff and review work performance, as appropriate;
7. Confer with public officials to interpret state, county, and municipal planning and zoning enabling acts;
8. Prepare planning and related reports, studies, and surveys. The Township Planner shall also to provide technical and planning advice and assistance to other Township. (See also § 107-15 or the Code of the Township of Bordentown).

## IV. CONTRACT PERIOD

Contract period is for ONE (1) YEAR. The period of responsibility is January 2, 2027 through December 31, 2027 or until a successor is selected at the 2028 reorganization meeting of the Township Committee (not presently scheduled). All contracts are contingent on funding.

If awarded a contract, professionals shall be required to comply with the requirements of N.J.S.A. 10-5-31 *et seq.* and N.J.A.C. 17:27. Upon selection, the successful applicant will enter into a contract with the Township of Bordentown and a W-9 will be requested.

## V. PROPOSAL FORM

All proposals submitted in response to the Request, Solicitation and Invitation for Proposals shall utilize the form of correspondence on the next page hereof as the cover sheet of such proposal. There shall be attached to said letter/cover sheet succeeding pages setting forth your proposal/responses to the award criteria listed in section III.A.

In order for proposals to be deemed responsive Attachments A through I must be completed and originally executed. Failure to submit these required documents is a cause for disqualification.

Use separate and additional pages to respond specifically to each Section, specifically Section III hereof, which sets forth the criteria that the Township Committee will utilize

in evaluating proposals and determining the selection of the Township Planner. In the event that the proposal is being made by a firm containing more than one person, the first page of the proposal (the cover letter set forth on the next page) shall also recite the name of the supervising professional, if any, and the name of the professional(s) that the firm will assign to do the work of the Township of Bordentown.

**An original** and **one (1) copy** must be submitted in a sealed envelope or package to the Township of Bordentown, Office of the Township Clerk, 1 Municipal Drive, Bordentown, NJ 08505 by no later than 10:00 AM on Tuesday, November 10, 2026. Each sealed envelope or package should be plainly marked with **"RFP for Township Planner"** on the outside.

**In addition**, a **digital** copy of the proposal in PDF format must be emailed to c.dziura@bordentowntwp.org by 10:00 AM, Tuesday, November 10, 2026. The determination as to whether a proposal is received "on time" will be based upon the date & time of receipt of the original paper proposal—NOT the date and time when the digital copy of the proposal is received via email.

No proposals will be accepted by facsimile or only email.

Date:

Township Committee
Township of Bordentown
1 Municipal Drive
Bordentown, NJ 08505

Dear Members of the Township Committee:

The undersigned hereby submits the enclosed proposal for the position of **Township Planner**.

The undersigned hereby undertakes and promises to serve as Township Planner in the Township of Bordentown and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

I HEREBY CERTIFY THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

| | |
|---|---|
| _____ | _____ |
| SIGNATURE | BUSINESS NAME |
| _____ | _____ |
| Type or Print Full Name | Title |
| _____ | _____ |
| Telephone Number | Email Address |

**ATTACHMENT A**

## CERTIFICATION OF INSURANCE

I HEREBY CERTIFY THAT MY OFFICE CARRIES INSURANCE ADEQUATE TO COVER THE TOWNSHIP OF BORDENTOWN AND PROTECT THE TOWNSHIP FOR ANY ERROR OR OMISSION COMMITTED BY THE UNDERSIGNED THAT CREATES LIABILITY TO THE TOWNSHIP. THIS INCLUDES ERRORS AND OMISSIONS POLICY AND ANY OTHER TYPE OF POLICY WHATSOEVER THAT CAN BE UTILIZED TO PROTECT THE INTERESTS OF THE TOWNSHIP OF BORDENTOWN. I HAVE **ATTACHED HERETO COPIES OF THE DECLARATION PAGES** OF EACH SUCH POLICY THAT I ASSERT DOES OR CAN PROTECT THE TOWNSHIP OF BORDENTOWN FROM ANY ERROR, OMISSION OR ACTIVITY IN WHICH I OR ANYONE FROM MY OFFICE MIGHT ENGAGE ON BEHALF OF THE TOWNSHIP OF BORDENTOWN.

I FURTHER CERTIFY THAT THE POLICIES OF INSURANCE THAT ARE CARRIED BY MY OFFICE SHALL CONTINUE TO BE CARRIED DURING THE ENTIRE TERM OF MY APPOINTMENT AS **TOWNSHIP PLANNER** FOR THE YEAR 2027, IN THE EVENT THAT MY OFFICE IS SELECTED TO SERVE IN THAT CAPACITY. IN THE EVENT THAT THE DECLARATIONS PAGE(S) SUBMITTED HEREWITH SHOWS THE POLICY OR POLICIES OF INSURANCE WILL LAPSE DURING THE COURSE OF THE CALENDAR YEAR, I WILL PROVIDE TO THE TOWNSHIP A COPY OF THE RENEWAL POLICY DECLARATION PAGE. I FURTHER CERTIFY THAT THE RENEWED POLICY SHALL HAVE THE SAME OR GREATER LIMITS OF LIABILITY AS THE ONE PROVIDED FOR THE BEGINNING OF CALENDAR YEAR 2027.

CERTIFYING OFFICIAL: NAME:_____

TITLE_____

SIGNATURE:_____

DATE:_____

**ATTACHMENT B**

## CONFLICT OF INTEREST CERTIFICATION

THE UNDERSIGNED CERTIFIES TO THE TOWNSHIP OF BORDENTOWN, COUNTY OF BURLINGTON, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE TOWNSHIP HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD CONSTITUTE A CONFLICT OF INTEREST, FINANCIAL OR OTHERWISE, BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE TOWNSHIP OF BORDENTOWN. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS MADE A SEARCH OF HIS/HER FIRM'S CLIENT BASE AND HAS EXECUTED THIS CERTIFICATION SUBSEQUENT TO SUCH SEARCH.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION, AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE TOWNSHIP IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER LAW FIRM.

Applicant Signature:_____

Typed Firm Name:_____

Title:_____

Date:_____

**ATTACHMENT C**

**CERTIFYING UNDERSTANDING**
**OF BORDENTOWN TOWNSHIP CODE 2.53 CODE OF ETHICS**

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS FAMILIAR WITH THE PROVISIONS OF THE BORDENTOWN TOWNSHIP CODE REGARDING THE CODE OF ETHICS AND THE NEW JERSEY MUNICIPAL ETHICS RULES. THE UNDERSIGNED UNDERSTANDS THAT VIOLATION OF THESE RULES CAN RESULT IN A BREACH OF THE TERMS OF THE AGREEMENT TO ACT AS THE **TOWNSHIP PLANNER** FOR BORDENTOWN TOWNSHIP AND CAN RESULT IN A TERMINATION OF THE CONTRACT BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BORDENTOWN.

Date:_____

_____
Signature

_____
Print Name

**ATTACHMENT D**

## 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: Check one**

☐ 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):

| Name of Individual or Business Entity | Home Address (for Individuals) or Business Address |
|---|---|
| | |
| | |
| | |

**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 Township of Bordentown 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 the Township of Bordentown to notify the Township 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 Township of Bordentown to declare any contract(s) resulting from this certification void and unenforceable.

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

## ATTACHMENT E

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

The contractor and the Township of Bordentown, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Full Name (Print): _____ Title: _____

Signature: _____ Date: _____

## ATTACHMENT F

**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. l7:27-5.2, 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 Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter l0 of the Administrative Code (NJAC 17:27).**

Sign below to signify agreement to comply to the above:

_____

Name of Firm

_____

Printed Name

_____

Signature

_____

Date

## ATTACHMENT G

**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.

_____
Name of Firm

_____
Printed Name

_____
Signature

_____
Date

## ATTACHMENT H

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

### PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK EITHER BOX 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 EITHER BOX:**

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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.

***OR***

☐ I am unable to certify as above because I or the bidding entity 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: FURTHER INFORMATION

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.

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.**

Name _____ Relationship to Bidder _____

Description of Activities _____

_____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder 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 below-referenced person or entity. I acknowledge that the Township of Bordentown 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 contracts with the Township of Bordentown to notify the Township of Bordentown 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 agreements(s) with the Township of Bordentown and that the Township of Bordentown at its option may declare any contract(s) resulting from this certification void and unenforceable.

_____

Signature

_____

Full Name (Print)

_____

Title

_____

Date

**ATTACHMENT I**

## NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

All firms competing for Municipal contracts must provide a copy of their New Jersey Business Registration Certificate at the time the proposal is submitted. Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.nj.gov/dca/lgs/lpcl.