

**TOWNSHIP OF WATERFORD**  
**REQUEST FOR PROPOSALS FOR AFFORDABLE HOUSING**  
**CONSULTANT SERVICES**

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**PART I**  
**Instructions To Vendors**

**Please be sure to read each page, including, without limitation, all attachments.**

**Please note: the terms “firm”, “provider”, “proposer” and “vendor” may be used interchangeably throughout this document.**

**1.0 PURPOSE**

The intent of this Request for Proposals (“RFP”) and resulting contract is to obtain Affordable Housing Consultant and Management Services for the Township of Waterford.

Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

Despite any language contained herein to the contrary, this document does not constitute a bid and is intended solely to obtain competitive proposals from which the Township may choose a firm that best meets the Township’s needs. The Township intends to award this contract pursuant to N.J.S.A. 40A:11-4.1 et seq., and N.J.A.C. 5:34-4.1 et seq.

**Official Township RFP documents are available from the Township as described herein at no cost to the vendor. Potential proposers are cautioned to use only the Township documents.**

**2.0 BACKGROUND INFORMATION**

The Township of Waterford seeks an experienced Consulting Firm to assist the Township in its Round Four Affordable Housing Program as more fully described within the scope of services section of this document.

**3.0 COMPLIANCE WITH LAWS**

The successful firm shall comply with all applicable federal, state, and local statutes, rules, and regulations. Specifically, it is the vendor’s responsibility to be familiar with all federal, state, and local statutes, and regulations applicable to the services to be provided.

## **4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS**

### **4.1 SUBMISSION OF PROPOSALS**

Two (2) copies of the Proposal, INCLUSIVE OF ALL INFORMATION being required in the Proposal Requirements should be provided. Proposals must be provided to the Waterford Township Clerk's Office, 2131 Auburn Avenue, Atco, New Jersey 08004. Proposals are scheduled to be opened on January 26, 2026 at 11:00 a.m. Any proposals received after said opening, whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. If hand-delivering proposal it must be left at the Township Clerk's Office at the above address between Monday and Friday 8:30 a.m. to 4:00 p.m. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of a firm shall be made by the Waterford Township Committee by formal resolution.

### **4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

Any questions regarding this Competitive Contracting Request For Proposals must be made in writing to Dawn Liedtka, Township Clerk, 2131 Auburn Avenue, Atco, New Jersey 08004, [DLiedtka@waterfordtwp.org](mailto:DLiedtka@waterfordtwp.org) . **All questions must be sent by email no later than January 14, 2026 at 11:00 a.m. Questions received after this date and time will not be addressed.**

### **4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Any Addenda/revisions to this RFP shall be provided to all firms who have received this Request for Proposal.

## **5.0 INSURANCE**

Prior to commencing services, the successful firm shall furnish the Township with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the Township and rated appropriately through A.M. Best. Firms must give the Township thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposals and provide proof of same by supplying a

certificate of insurance naming the Township as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the Township until the certificate of insurance is provided with the signed contract.

### **5.1 PROFESSIONAL LIABILITY**

If applicable, \$1,000,000.00 for errors and omissions/malpractice.

### **5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability.

### **5.3 GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$1,000,000.00 aggregate for bodily injury and property damage.

### **5.4 AUTO LIABILITY**

\$1,000,000.00 per occurrence. This coverage is only required if the operation of any vehicle is required in the performance of the services detailed herein.

## **6.0 INDEMNIFICATION**

The firm shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Township of Waterford, and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract by the firm's negligence or gross misconduct. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

## **7.0 MISCELLANEOUS REQUIREMENTS**

**7.1** Waterford Township will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

**7.2** The contents of the proposal submitted by the successful firm and this Request for Proposals may become part of the contract for these services. The successful firm will be expected to execute said contract with the Township of

Waterford.

**7.3** Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 30 days from the date of opening.

**7.4** The Township of Waterford reserves the right to reject all proposals received as may be provided by law.

**7.5** Any selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior written consent of the Waterford Township Attorney.

**7.6** The selected firm shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

**7.7** All responses to this Request for Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

**7.8** Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

**7.9** Contracts awarded pursuant to this RFP may only be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent due to unforeseen and unforeseeable circumstances after the original contract award. Any contract amendment for additional work must be approved by resolution of the Waterford Township Committee.

**7.10** All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.27, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) exceeding \$50,000 from public entities, including Waterford Township. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

**7.11** All Firms are advised that vendors and contracting units shall comply with the State Contractor Business Registration requirement ("BCR"). Firms may file a BCR with the Township prior to award of contract if not filed with the RFP. ALL FIRMS COMPETING FOR A TOWNSHIP CONTRACT MUST

PROVIDE A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR PROPOSAL. FIRMS ARE ADVISED TO PROVIDE THE BUSINESS REGISTRATION CERTIFICATE WITH ITS SUBMISSION.

**7.12 APPROVAL AND CERTIFICATION OF BILLING STATEMENT:** Authorization for payment of periodic billing and final payments require approval and certification by formal resolution of the Waterford Township Committee. Pursuant to N.J.S.A. 40A:11-19.1, unless otherwise provided for in the contract, the required payment date shall be 30 calendar days from the receipt of a properly executed invoice, or 30 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services are rendered. Interest on amounts due shall be paid for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest shall be paid at the rate specified by the State Treasurer for State late payments.

**7.13 N.J.A.C. § 17:44-2.2; AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:**

- (a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review as indicated below.
- (b) The contract partner shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**8.0 CRITERIA FOR EVALUATION OF PROPOSALS**

The RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below (100 points possible):

**8.1 Technical Criteria (30 Points) including but not limited to such things as:**

- i. Proposed Methodology
  - (1) Does the Bidder's proposal demonstrate a clear understanding of the scope of work and related objectives being requested?
  - (2) Is the Bidder's proposal complete and responsive to the Township's specific requirements?
  - (3) Past performance and experience of the Proposer in providing these type services.
  - (4) Any other criteria deemed relevant and appropriate by the RFP Committee.

**8.2 Management Criteria (40 points)** including but not limited to such things as:

i. Program Management:

(1) Does it meet the Township's needs?

ii. History and experience in performing the work.

(1) Does the Proposer demonstrate a track record of service as evidenced by service history? Experience with government clients?

iii. Availability of personnel and other resources:

(1) Is the availability of in-house resources documented?

(2) Is the operating office located in the Camden County Region and, if not, is the ability to function elsewhere clearly documented?

(3) Are the personnel qualifications of employees documented, as to their experience in performing this type service? i.e. Resumes

iv. Assurances of performances:

(1) Does the bidder have the required insurance, according to the proposal?

v. Bidder's financial stability and strength:

(1) Does the bidder have sufficient financial resources to meet its obligations according to the proposal?

**8.3 Cost Criteria (20 points)** including but not limited to such things as:

i. Cost of services to be provided and performed:

(1) Relative cost: How does the cost or fees compare to other similarly scored proposals?

(2) Full explanation: Is the price and its component charges, fees, etc., adequately explained or documented?

**Pursuant to N.J.A.C. 5-34-4.3(c), and at the Township's sole option, after proposals are received, but prior to the completion of the evaluation of proposals, vendors may be invited to provide clarification regarding their submission. The presentation, if any, shall address only those matters specified by the Township. The presentation, if any, shall not be used for negotiation of the contract.**

**9.0 TERM & TERMINATION**

The term of the contract(s) that result from this RFP shall be for a period of one year from date of award with two (2) one-year options to renew. **The option(s) to renew shall be at the sole discretion of the Township of Waterford.**

The Township may terminate the agreement for any reason upon thirty (30) days' written notice to the firm. In this event, the Township shall only be responsible for payment up to the effective date of termination.

## **10.0 PUBLIC DISCLOSURE**

Following selection of a firm, all proposals, properly identified proprietary information excepted, shall be subject to public scrutiny. Each firm submitting a proposal must therefore clearly designate any information it provides that it deems to be proprietary. Any such designation must be both reasonable and limited in scope. In any case, disclosure or non-disclosure of such information shall be subject to applicable state statutes.

## **11.0 STATEMENT OF OWNERSHIP DISCLOSURE**

Chapter 33 of the Public Laws of 1977 (N.J.S.A. 52:25-24.2) and as amended, provides that no Corporation or partnership shall be awarded any Township contract for the performance of any work or the furnishings of any materials or supplies, unless, prior to the receipt of the proposal or accompanying the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the Corporation or partnership who own ten percent or more of its stock or any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Accordingly, each proposal **must** be accompanied by a completed Ownership Statement in the form attached hereto. Failure to submit Statement of Ownership Disclosure prior to or with proposal shall be cause for immediate rejection.

## **PART II** **PROPOSAL REQUIREMENTS**

### **FORMAT**

To assure consistency, responses should include the following:

- A. Scope of Services
- B. Resumes
- C. Facilities
- D. Any Conflict of Interest
- E. Fees
- F. Form of Contract – The final terms and conditions of the Contract will be determined by the Township Attorney.
- G. MBE/WBE Tracking Information
- H. State Contractor Business Registration Form
- I. Statement of Ownership Disclosure
- J. Disclosure of Investment Activities in Iran and Certification of non-involvement in prohibited activities in Russia or Belarus
- K. EEO Affirmative Action Compliance
- L. Americans with Disabilities Act.

## **SCOPE OF SERVICES**

The Consultant shall have at least ten (10) years' experience in providing Affordable Housing Consulting and Management Services to municipalities.

### **1. Technical Proposal**

- a. The Township seeks Consulting Services for the preparation of Affordable Housing Manuals to include an Affordable Housing Assistance Program Manual and a Rehabilitation Manual and any other similar type document, identifying special needs housing mechanisms, assistance on entering data on the AHMS System of the Department of Community Affairs and any Administrative Agent Services it provides.
- b. An executive summary identifying and substantiating why the Firm is best qualified to provide the requested services.
- c. Contact Information: Provide the name and address of the Firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- d. Statement setting forth the approach to providing those services.

### **2. Relative Experience**

- a. Provide a list of municipalities on which you are presently providing these services.
- b. Provide resumes of key personnel who will be assigned to provide these services. Furnish relevant experience and professional qualifications as appropriate.

## **FACILITIES**

This section should address areas as outlined:

### **1. OFFICE LOCATIONS**

- a. For your firm's facilities which are located closest to Waterford Township, New Jersey, provide:
  1. The location.
  2. Firm personnel assigned to this location.

- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

## **CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Waterford Township.

## **FEES**

This section should address:

1. Please provide the fee proposal for these type services as described in the scope of services. Fees must be provided with your submission for the one-year term and for each of the two option years. Failure to provide fees for 1-year term and option years will render proposal non-responsive and proposal will not be considered.

**Fees and expenses cannot be negotiated, pursuant to this method of procurement, see: N.J.S.A. 40A:11-4.1 et seq.**

## **OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in this document and found necessary by your firm.

**VENDORS ARE REQUIRED TO USE THE TOWNSHIP'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS RFP. FAILURE TO USE THE TOWNSHIP FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE TOWNSHIP FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE TOWNSHIP PDF TO A WORD DOCUMENT, MAY BE CAUSE FOR REJECTION OF VENDOR'S PROPOSAL**

## **PROPOSAL CHECKLIST**

The following checklist is provided. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that it is included with your RFP.

The following documents are required to be submitted with the Proposal unless otherwise indicated. Failure to submit the required documents shall be cause to reject the Proposal.

Business Registration Certificate \_\_\_\_\_  
(Provide prior to contract award)

Acknowledgement of Receipt of Addenda \_\_\_\_\_  
(Even if no Addenda issued the form must be signed  
and submitted with the RFP)

Non-Collusion Affidavit – submitted with RFP \_\_\_\_\_

Stockholder Disclosure – submitted with RFP \_\_\_\_\_

EEO/Affirmative Action Compliance Notice -  
submitted with RFP \_\_\_\_\_

Mandatory Equal Employment Opportunity Form -  
submitted with RFP \_\_\_\_\_

Americans with Disabilities Act -  
submitted with RFP \_\_\_\_\_

Iran Certification -  
submitted with RFP \_\_\_\_\_

Belarus/Russia Certification -  
submitted with RFP \_\_\_\_\_

MBE/WBE Form \_\_\_\_\_

## **SECTION I – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Pursuant to N.J.S.A. 52:32-44, Waterford Township is prohibited from entering a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another contracting document is awarded or authorized.

### **During the course of contract performance:**

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

**The Township strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with its submission.**

**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**  
**FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**

**DEPARTMENT OF TREASURY**  
**DIVISION OF REVENUE**  
**PO BOX 252**  
**TRENTON, N.J. 08644-0252**

**TAXPAYER NAME:**  
**TAX REGISTRATION TEST ACCOUNT**

**TAXPAYER IDENTIFICATION#:**  
**970-097-382/500**

**ADDRESS:**  
**847 ROEBLING AVE**  
**TRENTON NJ 08611**

**EFFECTIVE DATE:**  
**01/01/01**

**TRADE NAME:**  
**CLIENT REGISTRATION**

**SEQUENCE NUMBER:**  
**0107330**

**ISSUANCE DATE:**  
**07/14/04**

*Jill S. Tully*  
 Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

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

**Taxpayer Name:** TAX REG TEST ACCOUNT

**Trade Name:**

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

**Certificate Number:** 1093907

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

**For Office Use Only:**  
**20041014112823533**

### SAMPLES OF BUSINESS REGISTRATION CERTIFICATIONS

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA  
PROPOSER REQUIRED TO COMPLETE AND RETURN FORM REGARDLESS  
OF WHETHER ADDENDA WAS ISSUED.  
FAILURE TO COMPLETE AND RETURN FORM IS A FATAL DEFECT WHICH  
CANNOT BE CURED AND THE PROPOSAL WILL BE REJECTED.**

**A.** Bidder/Proposer hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Initial</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OR:**

**B.** Bidder/Proposer acknowledges to the best of his/her knowledge no addendum has been issued by the Township: \_\_\_\_\_ Dated \_\_\_\_\_ Initial \_\_\_\_\_

**Bidder is required to complete, sign, and submit form with bid regardless of whether addenda were issued. Failure to complete and return form is a fatal defect which cannot be cured, and bid will be rejected. See: N.J.S.A. 40A:11-23.2**

By: \_\_\_\_\_  
(Print or Type Name of Authorized Individual)

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

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

## **NON-COLLUSION CERTIFICATION**

The undersigned bidder hereby specifically certifies that, to the best of its knowledge and belief, the annexed bid for the above named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder to any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from bid list.

Undersigned bidder further certifies that it has the necessary authority to sign this stipulation stating it has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with above named project.

This certification may be treated for all purposes as a sworn statement made under the oath as equivalent affirmation, and that, any statements made herein are untrue the bidder may be subject to the provisions of N.J.S.A. 2C:28-1 through N.J.S.A. 2C:28-3 inclusive, and relevant sequential sections, and if applicable, 18 U.S.C. 1001, et seq.

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Signature

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Type or Print Name as Signed

---

Title

---

Business Name

---

(        )

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Telephone Number

Dated: \_\_\_\_\_

## **STATEMENT OF OWNERSHIP DISCLOSURE**

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) present or greater interest therein. Form of Statement shall be completed and attached to the bid.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Contractors are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

## **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 Competitive Contracting RFP submissions. Failure to submit the required information will be 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:**

## **Part II**

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

OR

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

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

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

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

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

#### **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/propose; that **Camden County** 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 **Camden County** to notify **Camden County** 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 **Camden County** permitting **Camden County** to declare any contract(s) resulting from this certification void and unenforceable.

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

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 AND N.J.A.C. 17:25**  
**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the Commission and Division of Public Contracts Equal Employment Opportunity Compliance. Each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA Program? Yes[  
] No[  
]**

**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?**

**Yes[  
] No[  
]**

**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA-302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance). The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Commission. The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

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

COMPANY: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**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 worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

## **AMERICANS WITH DISABILITIES ACT OF 1990**

### **Equal Opportunity for Individuals with Disability**

The contractor and the Burlington County Bridge Commission (hereafter "Commission") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Commission 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 Commission in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Commission, its agents, servants, and employees from an 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 Commission which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Commission, or if the Commission 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 Commission 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 Commission or any of its agents, servants, and employees, the Commission 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 Commission 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 Commission pursuant to this paragraph.

It is further agreed and understood that the Commission 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 the 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.

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

### **PART I: 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, the Director 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**

### **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.

**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/Vendor: \_\_\_\_\_

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

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

Bidder/Vendor: \_\_\_\_\_

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 Burlington County Bridge Commission ("Commission") 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 Commission to notify the Commission 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 Commission and that the Commission at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

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

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

Bidder/Vendor: \_\_\_\_\_

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

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

(Check the Appropriate Box)

- A.  That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. OR
- B.  That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. OR
- C.  That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

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Signature of Vendor's Authorized Representative

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Date

---

Print Name and Title of Vendor's Authorized Representative

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EMAIL

---

Vendor's Name, Address (Street Address) & Phone Number

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

## **MBE/WBE TRACKING INFORMATION**

### Definitions:

**A Minority Business Enterprise (MBE)** is defined as "a business which is independently owned and operated and is at least 51% owned and controlled by a minority group members". Minority group members are defined as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives."

**A Women Business Enterprise (WBE)** is defined as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

**Minority Business Enterprise (MBE)**

**Women Business Enterprise (WBE)**

**Neither**

**NAME OF FIRM:** \_\_\_\_\_

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

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