TOWNSHIP OF DOWNE

288 Main Street

Newport, NJ 08345

REQUESTS FOR QUALIFICATIONS (RFQ) / REQUESTS FOR PROPOSALS (RFP)

FOR

MUNICIPAL PROFESSIONAL SERVICES FOR CALENDAR YEAR 2026

Date Issued: October 31, 2025

Responses Due By: December 12, 2025

NOTICE OF REQUESTS
FOR QUALIFICATONS AND PROPOSALS
FOR 2026 PROFESSIONAL SERVICES

PLEASE TAKE NOTICE that the Township of Downe is requesting qualifications and proposals from individuals and/or firms for the following municipal contracts for 2026 Professional Services. The qualifications and proposals that are being sought are for the following services:

TOWNSHIP SOLICITOR
TOWNSHIP AUDITIOR
TOWNSHIP PLANNING/ZONING SOLICITOR

All RFQ's/RFP's must be received by the Municipal Clerk on or before Friday, December 12, 2025 at the Downe Township Municipal Office located at 288 Main Street, Newport, NJ 08345.

Copies of the RFQ/RFP packet can be obtained by contacting the Municipal Office via email, phone or fax.

All questions concerning this notice shall be addressed to Nadine E. Lockley, Municipal Clerk, at 288 Main Street, Newport, NJ 08345, via email at downetownship@comcast.net.

Nadine E. Lockley
Municipal Clerk

TOWNSHIP OF DOWNE
REQUESTS FOR QUALIFICATIONS (RFQ) AND REQUESTS FOR PROPOSALS (RFP)

NOTICE OF SOLICITATION:
Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq., New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Township of Downe located at 288 Main Street, Newport, New Jersey, 08345 is seeking RFQ's and RFP's for professional services to be provided to the Township of Downe as listed below for the 2026 calendar year under the "Fair and Open" process.

All RFQ's and RFP's sealed proposals must be received by the Municipal Clerk no later than 4:00pm Friday, December 12, 2025 at the Municipal Office located at 288 Main Street, Newport, New Jersey, 08345. All questions concerning this notice should be addressed to the Municipal Clerk, Nadine E. Lockley via email at downetownship@comcast.net.

All statements of qualifications for professional service contracts shall include, at a minimum, the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses, certifications, and/or other professional credentials.
   A. Identify the person who will be primarily responsible for the services required by the Township of Downe and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Township of Downe.
   B. Identify persons who will serve as backup to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Township of Downe.
3. Include the fee schedule for your particular service or interest to be provided to the Township of Downe.

TOWNSHIP SOLICITOR – Scope of Services:
Specialized services required – The selected professional (Solicitor) will be expected to provide specialized professional services to the Township of Downe during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the Solicitor will be expected to return a phone call to the Township of Downe on the same day. The professional will also be expected to be available to provide advice to the Township of Downe during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Township.

TOWNSHIP AUDITOR – Scope of Services:
The Township of Downe desires to appoint a firm of certified public accountants to act as auditors for the Township of Downe. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipalities on records compliance issues. Any experience or knowledge of maters that directly affect the Township of Downe should be addressed.

TOWNSHIP PLANNING/ZONING BOARD SOLICITOR – Scope of Services:
Specialized services required – The selected professional (Solicitor) will be expected to provide specialized professional services to the Township of Downe Planning/Zoning Board during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the Solicitor will be expected to return a phone call to the Township of Downe on the same day. The professional will also be expected to be available to provide advice to the Township of Downe Planning/Zoning Board during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Township Planning/Zoning Board.

SUBMISSION:
Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should include a list delineating the numbers and types of public clients represented by the Solicitor and firm.

EVALUATION OF PROPOSALS:
The Township of Downe intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by the Mayor and Committee of the Township of Downe based upon information supplied by each Proposer in response to these RFQ's and RFP's and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Township of Downe.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The fee(s) for services for which you are applying.

The Township of Downe reserves the right to reject any and all proposals with or without cause, and waive immaterial information. Any questions regarding this Request for Qualifications and Request for Proposals should be directed to Nadine E. Lockley, Municipal Clerk of the Township of Downe via Email at downetownship@comcast.net.

Please submit one (1) original and two **(2)** copies of the proposal in a sealed envelope and must be marked with the "Name of the Service" and addressed to:

Nadine E. Lockley, Municipal Clerk
Township of Downe
288 Main Street
Newport, NJ 08345

All submissions must be received at the Township Office no later than 4:00 PM on Friday, December 12, 2025.

Faxed proposals will NOT be accepted

Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:

1) A CERTIFICATE OF INSURANCE issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period and naming the Township of Downe as an additional insured.

2) Copy of your AFFIRMATIVE ACTION CERTIFICATE.

3) A copy of your NEW JERSEY BUSINESS REGISTRATION CERTIFICATE.

4) The Vendor must submit a completed "CONTRACTORS CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS" form with its proposal. Failure to submit this completed form will cause the Vendor's proposal to be disqualified without evaluation. See Attached Exhibit "A".

5) AFFIRMATIVE ACTION CERTIFICATION. See Attached Exhibit "B" – Goods, Professional Service Contracts

6) EMPLOYEE INFORMATION REPORT. Provide the Township of Downe with a copy of a letter of Federal Approval or Certificate of Employee Information Report or complete Form AA302.

7) HOLD HARMLESS AGREEMENT. Execute a Hold Harmless Agreement against the Township of Downe.

8) PAY–TO–PLAY. Starting in January, 2008, business entities were advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of $50,000 from public entities in a calendar year.

   Business entities are responsible for determining if filing is necessary. Additional information on the requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

9) The vendor must submit a completed STOCKHOLDER DISCLOSURE CERTIFICATION. Failure to submit this completed form will cause the Vendor's proposal to be disqualified without evaluation. See Attached Exhibit "C".

10) The vendor must submit a completed AMERICANS WITH DISABILITIES ACT. Failure to submit this completed form with cause the Vendor's proposal to be disqualified without evaluation. See attached Exhibit "D".

11) The vendor must submit a completed a NON-COLLUSION AFFIDAVIT. See Attached Exhibit "E".

12) The vendor must submit a completed PLAY TO PAY LAW CERTIFICATION. See Attached Exhibit "F".

13) The vendor must submit a completed FIRM'S AFFIDAVIT OF NO DISCIPLINARY SANCTIONS OR PROFESSIONAL NEGLIGENCE in the State of New Jersey. See Attached Exhibit "G".

14) The vendor must submit a completed DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN. See Attached Exhibit "H.

15) The CHECKLIST, affidavits notices and like presented at the end of this Request for Proposal are a part of this Request for Proposal and shall be completed and submitted as part of this proposal. See Attached Exhibit "I"

INTERVIEW

The Township Committee (or if designated the Township Administrator) and/or the Planning/Zoning Board reserves the right to interview any or all the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township of Downe reserves the right to request clarifying information subsequent to submission of the proposal.

SELECTION PROCESS

All proposals will be reviewed by the Township Committee (or if designated the Township Administrator) and/or the Planning/Zoning Board to determine responsiveness. Non-responsiveness proposals will be rejected without evaluation. For vendors that satisfy "Minimum Requirements" and Mandatory Contents of Proposal", the Township of Downe will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

a. The vendor's general approach to providing the services required under this RFP.

b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.

d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perfo1m the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

e. Costs and fee schedules.

SELECTION AND CONTRACT

The Township of Downe will select the vendor deemed most advantageous to the Township, price and other factors considered. The resulting contract will include this RFP, any clarifications and addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

EXHIBIT A

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR FAIR AND OPEN CONTRACTS

Required Pursuant to N.J.S.A. 19:44A-20.8

PART I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2022 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Downe as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

PART II - Ownership Disclosure Certification

☐ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership ☐ Corporation ☐ Sole Proprietors ☐ Subchapter S Corporation

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

PART III - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity_____

Signature of Affiant:_____Title:_____

Printed Name of Affiant :_____ Date: _____

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

My Commission expires:

_____

(Affiant Signature)

_____

(Print name & Title of Affiant) (Corporate Seal)

EXHIBIT B

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 GENERL 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 contractors will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or te1mination; rates of pay or other fo1ms 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 sq., 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 afford equal employment opportunities to minority and women workers consistent with Good faith effo1is to meet targeted Township employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted township 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 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 contactor 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 targeted 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 with 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 (3) documents:

Letter of Federal Affirmative Action Plans 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 Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

EXHIBIT C

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

Name of Business: _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

Check the box that represents the type of business organization:

☐ Partnership Proprietorship ☐ Corporation ☐ Sole

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

☐ Subchapter S Corporation ☐ Other

Complete if the bidder/respondent is one of the three (3) types of Corporations:

Date Incorporated: _____ **Where Incorporated:** _____

Business Address:

Street Address: _____ **City:** _____ **State** _____

Zip _____ **Telephone:** _____ **Email:** _____

Sign and notarize the form below, and, if necessary, complete the stockholder list below:

STOCKHOLDERS:

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Subscribed and sworn before me this ___ day of _____, 20____.

_____

Notary Public

My commission expires:

_____

(Affiant)

_____

(Print name & title of affiant)

(Corporate Seal)

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-C
Name of Form:	STOCKHOLDER DISCLOSURE CERTIFICATION
Statutory Reference:	N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)
Instructions Reference:	Statutory and Other Requirements VII-C
Description:	Meets statutory criteria for disclosure of bidder's ownership.

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) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

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.

Bidders 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.

EXHIBIT D

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

The contractor and the Township of Downe, (hereafter "owner) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42 US.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 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 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 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 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.

EXHIBIT E

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

ss:

I am _____

of the Firm of

_____

_____

UPON MY OATH, I DEPOSE AND SAY:

1. That I executed the said proposal with full authority so to do;

2. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;

3. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that The Township of Downe relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and

4. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial of selling agencies of the proposer.

(N.J.S.A. 52:34-25)

_____

(Type or print name of Affiant under signature)

Subscribed and sworn to before me this _____day of _____ ,20

Notary Public of

My Commission Expires: _____20 ___

EXHIBIT F

PAY TO PLAY LAW

CERTIFICATION BY A BUSINESS ENTITY OR INDIVIDUAL THAT HAS NOT MADE A CONTRIBUTION THAT WOULD BAR AWARD OF A CONTRACT FOR OVER $17,500 UNLESS AWARDED PURSUANT TO A "FAIR AND OPEN" PROCESS
TO BE ATTACHED TO BID SPECIFICATIONS AND PROPOSALS FOR CONTRACTS HAVING ESTIMATED VALUE IN EXCESS OF $17,500 UNLESS "FAIR AND OPEN" PROCESS IS FOLLOWED

_____
(Name of Business Entity or Individual)

Seeks to be awarded a contract by The Township of Downe and hereby certifies under penalty of perjury that such entity or individual has not made and will not make any contribution(s) that would bar the award of a contract pursuant to an act concerning campaign contributions by certain business entities seeking or hold a municipal contract (the New Jersey "Pay to Play Law"). This certification is made and submitted in fulfillment of the requirement of N.J.S.A. 19:44A-20.8 of the Pay - to - Play Law which reads as follows:

Prior to awarding any contract, except a contract that is awarded pursuant to a fair and open process, a State agency in the Legislative Branch, a county or a municipality shall require the business entity to which the contract is to be awarded to provide a written certification that it has not made a contribution that would bar the award of a contract pursuant to this act.

Said business entity or individual has not made (and will not make) prior to January I, 2017, and will not make during the term of this contract, reportable contributions (currently) those in excess of $300.00 per N.J.S.A. 19:44A-8.d and N.J.A.C. 19:25-10.2, et seq.) to any municipal Committee of a political party in The Township of Downe if a member of that political party is serving in an elective public office in The Township of Downe when the contract is awarded, or to any candidate committee of any person serving in an elective public office of The Township of Downe when the contract is awarded.

I hereby certify that all of the foregoing statements made by me are true; I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____

Name: _____

Title: _____

Company: _____

EXHIBIT G

FIRM'S AFFIDAVIT OF NO DISCIPLINARY SANCTIONS OR PROFESSIONAL NEGLIGENCE IN THE STATE OF NEW JERSEY

I _____ of the _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I _____, an officer of the firm of _____ submitting an FRQ for the above named work, and that I executed the said RFQ with full authority to do so; that said bidder at the time of making of this bid is not included on the State of New Jersey, Department of Treasury, Division of Property Management & Construction List Debarred, Suspended and Disqualified bidders an that all statements contained in the Affidavit in awarding the contract for said work.

The undersigned further warrants that the professional licenses and/or certifications of those individuals listed in this RFQ are valid and not expired or suspended.

The undersigned further warrants that should the name of the firm making this submission appear on the Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this contract, including the Guarantee Period, that the Township shall be immediately notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the submission as a contractor is subject to disbandment, suspension and/or disqualification in contracting with the State of New Jersey at the Department of Environmental Protection if the Contractor, pursuant to N.J.S.A. 7:1-5.2, commits any of these acts listed therein, and as determined according to applicable law and regulation.

_____
Name of the Firm (Print or Type)

_____
Signature/Title

Subscribed and sworn before me this _____day of _____, 20____.

(Witnessed or Attested by):_____ My commission expires:_____

Printed Name of Affiant:_____Date: _____

EXHIBIT H

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RESPONDENTS NAME: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law she/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew: (Please check all statements that are true)

- ☐ Is not providing goods and services of $20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and

- ☐ Is not a financial institution that extends $20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy section in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate or precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide 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 outline above by completing the boxes below.

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 above-referenced person or entity. I acknowledge that the Township of Downe 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 Township of Downe, to notify the Township of Downe 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 a criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Downe, New Jersey and that the Township of Downe at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

EXHIBIT I

CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

Please initial below, indicating that your proposal includes the itemized document.

A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL

PROFESSIONAL SERVICE TITLE: _____

The following items, as indicated below shall be provided with the receipt of sealed submissions:

INITIAL BELOW

1. An original & two (2) signed copies of your complete proposal _____
2. Non-Collusion Affidavit properly signed and notarized _____
3. Notice Acknowledgement Americans with Disabilities Act of 1990 _____
4. Firm's Affidavit of No Disciplinary Sanctions or Professional Negligence _____
5. Disclosure Statement properly signed, notarized, listing the names of all person(s) owning (10) percent or more of the proposing entity _____
6. Copy of Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue _____
7. Business Entity Disclosure Certification _____
8. Disclosure of Investment Activities in Iran _____
9. Pay-To-Play Certification _____
10. Authorized signature(s) on all forms _____

Note: N.J.S.A. 52:32-44 provides that the Township of Downe shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

NAME OF PROPOSER:

_____

Person, Firm or Corporation

_____

BY: (NAME) (TITLE)