TOWNSHIP OF MEDFORD

COUNTY OF BURLINGTON

STATE OF NEW JERSEY

PROFESSIONAL SERVICES SOLICITATION

FAIR & OPEN PUBLIC SOLICITATION PROCESS
(Pursuant To N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code)

PROFESSIONAL SERVICE:

SUBMISSION DATE:

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TOWNSHIP OF MEDFORD

PUBLIC NOTICE FOR THE SOLICITATION OF A PROFESSIONAL SERVICE CONTRACT

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk, or her designated representative, for the Township of Medford, County of Burlington, State of New Jersey on December 9, 2026 at **10:00 AM** prevailing time, in the 2nd floor Conference Room of the Medford Municipal Building, 49 Union Street, Medford, New Jersey, then publicly opened and read aloud for the following:

Affordable Housing Administrative Agent.

Submission forms and any additional information are on file in the Township Clerk's office and arrangements may be made by prospective bidders to obtain bid packages from the Township Clerk by contacting her during regular business hours, 8:30 AM to 4:30 PM, Monday through Friday excluding holidays, via email at twicker@medfordtownship.com, or on the township website www.medfordtownship.com.

These proposals are being solicited through a "fair and open process" in accordance with **N.J.S.A. 19:44A-20.5 et. seq.** and the Township of Medford Administrative Code.

Professional service contractors are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

TOWNSHIP OF MEDFORD

INFORMATION FOR PROFESSIONAL SERVICES ENTITIES

1B.1 RECEIPT AND OPENING OF SUBMISSIONS

1B.1.1 OWNER AND PROJECT

The Township of Medford, Burlington County, New Jersey (hereinafter called the "OWNER") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

Submissions will be received by the MUNICIPAL CLERK and/or her designated representative at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud. Sealed submissions may also be submitted **by mail or in person, prior to the solicitation date and time, to Township of Medford, Attn: Municipal Clerk, 49 Union Street, Medford, New Jersey 08055-2432.**

1B.1.3 SUBMISSIONS NOT IN COMPLIANCE

The OWNER may waive any informality or reject any and/or all submissions, in accordance with the *Fair and Open Public Solicitation Process for Professional Service(s)* pursuant to **N.J.S.A. 19:44A-20.5 et. seq.** and the *Township of Medford Administrative Code***.**

1B.1.4 WITHDRAWING SUBMISSIONS

Submissions forwarded to the Municipal Clerk and/or her designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represents the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

1B.2.1 INDIVIDUALS PERFORMING TASKS

Name and resumes or summaries of the company's program staff's qualifications for program managers and subconsultants to be assigned to provide services under a contract with Medford Township. The firm shall either employ or have a contract with a professional planner to perform certain responsibilities outlined in this RFQ/RFP. Be certain to highlight any staff possessing **an Affordable Housing Professional Certification through the Rutgers Center for Government Services.**

Due to having direct access to residents' or prospective residents' personal financial information, the vendor/firm agrees to require all program managers or consultants assigned to the contract to undergo a criminal history records check by submitting their fingerprints to the Medford Township Police Department prior to performing any services on behalf of the Township.

1B.2.2 PAST PERFORMANCE

Must have a minimum of five (5) years' experience in administering housing rehabilitation and/or affordable housing programs for income-qualified individuals to include:

- determining program eligibility according to State and/or federal guidelines for low and moderate income households;
- qualifying and working with home improvement and/or construction firms to bring building envelope and mechanical systems in dwellings up to current uniform construction code standards;

- working with Project Sponsors of new or rehabilitated affordable housing units to fill available units with qualified applicants;
- working with applicants to assist them in completing project applications, soliciting quotes from qualified contractors, recommending qualifying projects to the Township and coordinating all accompanying documentation;
- ensuring contractors maintain construction or rehabilitation schedules to complete the necessary work including recommending periodic payments based upon progress of work completed;
- Maintaining lists of affordable housing units within municipalities having an affordable housing obligation, along with maintaining waiting lists where the number of applicants exceeds available affordable housing units;
- marketing affordable housing programs and/or housing rehabilitation programs to qualified audiences; and keeping program manuals up to current standards.

1B.2.3 REFERENCES

Attach a list of contracts with public agencies in the vicinity of Burlington County (up to a maximum of 10 agencies) where your firm has served as the Administrative Agent or Program Manager for affordable housing and/or housing rehabilitation programs, indicating the name of the public agency, the term of the contract, a summary description of the nature of the contract, contract amount and status of the contract (e.g., concluded, renewed, suspended, canceled, new, etc.). The contract listing may encompass contracts covering the years 2017 through the present.

1B.2.4 DESCRIPTION OF ABILITIES

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

1B.2.5 COST DETAILS

COST PROPOSAL – 2027 ADMINISTRATIVE AGENT SERVICES:

Service	**Fees**
Waitlist Management services under Sec. III, Par. A, Sub. 3.a. (copying and postage to be billed separately as line item charges)	Monthly fee: Copying charges: (per page)
Household Certification (case management) services under Sec. III, Par. A., Sub. 3.b (to be charged per applicant/household)	Per case fee (applicant/household):
Lottery Administration services under Sec. III, Par. A., Sub. 3.c. (complete)	(Per Lottery)
Professional Services and Enforcement under Sec. III, Par. A., Sub 4 & 5	(Per Hour – may offer different hourly rates per role – e.g., professional planner, program manager, etc.)
Affirmative Marketing Plan: Preparation or update of Affirmative Marketing Plan along with estimated budget for implementing same under Sec. III, Par. B. Sub. 1. (Note: do not include estimated budget under "Fees")	(Lump Sum Fee)
Implementation of Affirmative Marketing Plan under Sec. III, Par. B., Sub. 2. (copying, postage and advertising expenses to be bill separately as line item charges)	(Per Hour – may offer different hourly rates per role – e.g., program manager, marketer, etc.)
Program Manual: Preparation or update of operating manual under Sec. III, Par. C.	(Lump Sum Fee)
Annual Report: Preparation and submission of an annual report under Sec. III, Par. E.	(Lump Sum Fee)
Miscellaneous Administrative Duties: Such as Public Records management under Sec. III, Par. D. and non-technical tasks:	(Per Hour – may offer different hourly rates per role – e.g., program assistant, clerk, etc.)
Additional Services required to carry out responsibilities of an Administrative Agent (specify examples).	(Per Hour – may offer different hourly rates per role)

1B.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment used in performing the task(s).

1B. 2.7 QUALIFICATION STATEMENT FOR ADMINISTRATIVE AGENT FOR AFFORDABLE HOUSING

The purpose of appointing an Administrative Agent for Affordable Housing is to assist Medford Township in complying with the Fair Housing Act **N.J.S.A. 52:27D-301 et seq.** and its legal obligation to make affordable housing opportunities available to income-qualified individuals as outlined in Section 613 of the Medford Township Code.

A. Oversight of Affordable Housing Units

1. Perform duties in support of the Municipal Housing Element as specified in N.J.S.A. 52:27D-310. Vendor acknowledges that much of this work has already been done and/or may be delegated by the Township to other Township professionals as a group effort. The responsibilities entailed herewith shall be as assigned by the Township Manager with concurrence by the Township Solicitor.

2. Ensure compliance with implementing regulations - Uniform Housing Affordability Controls (UHAC), as detailed in N.J.A.C. 5:80-26.1 et seq. for the sale or lease of affordable housing units in Medford to income qualified individuals or families. This

responsibility may encompass securing written acknowledgments from all developers, affordable housing sponsors and owners that no restricted unit can be offered or in any other way committed to any person other than an individual or household duly certified by the Administrative Agent.

3. Perform the duties of an Administrative Agent as indicated in N.J.A.C. 5:80-26.14(a):

a. Waitlist Management

- Maintaining an applicant pool and waiting list for rental units with at least two years' worth of applicants for anticipated units available;
- Sending annual letters to all tenants of affordable dwelling units, providing them with the maximum allowable rents and the contact information for the Vendor where complaints of excess rents can be reported pursuant to N.J.A.C. 5:80-26.18(d)4; and
- Notification of annual allowable rent increases sent to landlords upon the release of the annual Affordable Housing Regional Income Limits by Household Size.

b. Household Certification

- Soliciting, scheduling, conducting and following up on interviews with interested households;
- Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for placement in very-low, low- or moderate- income units;
- Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1, et. seq.;
- Ensuring ongoing compliance with N.J.A.C. 5:80-26.7(a) and those set forth in 5:80-26.18 et seq.

c. Lotteries and Compliance:

- As the need arises, facilitate a lottery for available affordable housing units by employing a random selection process as provided in the Program Manual and/or Affirmative Marketing Plan of the Township.

4. When designated:

- Assist in identifying or excluding parcels suitable (or not suitable) for affordable housing under N.J.S.A. 52:27D-310.1 and -311;
- Provide input or recommendations on techniques to meet the Township's affordable housing obligations including, where reasonable, the use of tax abatements, federal or State subsidies and/or financing, and use of the Township's affordable housing trust funds to facilitate the construction or rehabilitation of housing units;
- For affordable units nearing the end of affordability deed restrictions, evaluate and recommend the continuance or extension of deed restrictions; and
- Furnish input into or advice in how to achieve compliance with N.J.S.A. 52-27D-329.1 for the housing element or fair share plan.

5. Enforcement:

- Working with the Municipal Housing Liaison, ensure compliance with affirmative marketing efforts pursuant to N.J.S.A. 52:27D-321.6, including assessing fines for non-compliance.

B. Marketing of Affordable Housing opportunities

1. Development of or support for an Affirmative Marketing Plan – Vendor acknowledges that the Township has a webpage dedicated to Affordable Housing: https://medfordtownship.com/affordable-housing/. Vendor shall work with the Municipal Housing Liaison on updating the Affirmative Marketing Plan to direct potential eligible residents to the housing opportunities outlined on the Township's dedicated webpage, and shall recommend cost-effective strategies that will reach a diverse array of qualified candidates for affordable housing including individuals with disabilities and disabled Veterans.

2. Oversee, implement and ensure that the Township's marketing efforts reach a broad audience, which may include gathering and evaluating the Township's previous efforts to identify gaps in the Township's affirmative marketing strategy:

    - Assist the Township with the preparation of an updated Affirmative Marketing Plan consistent with the provisions of N.J.A.C. 5:80-26.15;
    - Conduct an outreach process to ensure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Township and the provisions of N.J.A.C.- 5:80-26.15;
    - Ensure that new development/waiting lists are posted on the New Jersey Housing Resource Center website (www.njhrc.gov) at least 60 days prior to holding a lottery, pursuant to P.L.2O20, c.51 (C.52:27D-321.3 et seq.);
    - Market units in accordance with the Fair Chance in Housing Act (enacted 1/1/2022);
    - Attend continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as sponsored or endorsed by Fair Share Housing Center; and
    - Provide counseling or referrals to counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

3. If the Township re-launches its Housing Improvement (Rehabilitation) Program (HIP), coordinate with the designated HIP administrator on collaborative marketing, and record the HIP's achievements towards the Township's current or prospective affordable housing obligations.

C. Creation or Revision of a Program Manual

Create, review, update and (re-)publish a written operating manual, consistent with guidance provided by the Fair Share Housing Center, setting forth procedures for administering affordability controls. The manual shall be published on the Township's Affordable Housing webpage and shall be written in "plain English" containing the content required in N.J.A.C. 5:80-26.14(b).

D. Public Records

Records generated, received, retained, retrieved, or transmitted under the terms of this contract may constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality. The Vendor appointed as Administrative Agent agrees to administer, disclose and dispose of such records in compliance with the State's public records laws and associated administrative rules.

Records contemplated herein include, but are not limited to, operating manuals, Affirmative Marketing Plans, applications from interested households, random selection activities, applicant waiting lists, household eligibility determinations, communications with owners and property managers, affordability controls documentation for the sale of restricted units, rental rates for affordable units, cancellations of recapture mortgages, annual mailings about restrictions, continuing certificates of occupancy, annual activity reports, and information on HUD approved Housing Counseling Programs.

E. Annual Report

In accordance with applicable regulations, produce and transmit an annual report of the Township's efforts and activities to meet its affordable housing obligations to the designated State agency or entity and provide copies of same to the Township Council, Township Manager, Township Solicitor and Municipal Housing Liaison for posting on the Township's website.

1B.3 PREPARATION OF SUBMISSIONS

1B.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts must be written in ink or preferably typewritten. All erasures or corrections must be initialed by each signatory to the submission.

Each submission shall be contained in a sealed envelope addressed to the Municipal Clerk, Township of Medford, 49 Union Street, Medford, NJ or in the preprinted envelope supplied with the submission package when available, and said envelope shall specify the item for which the submission is provided and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

The Owner will not be responsible for submissions forwarded through the U.S. Mail if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

Form of Submission: All submissions, one (1) original and five (5) copies and one (1) electronic file in the form of a CD or USB of the respective proposal(s) shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualifications Submission Form, and (8) an Acknowledgement of Corrections, Additions or Deletions Form.

All forms listed above, (#1 through #8) shall be completed in their entirety.

1B.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total Submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1B.4 TIME FOR AWARD OF CONTRACT

The contracting unit shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. When the invitation for submission states that the execution of the contract shall be subject to prior approval by a Federal or State agency or department, the contract shall be awarded or all submissions rejected within five (5) days after the approval by such Federal or State agency or department.

The award of the Contract for this service will not be made unless the necessary funds have been certified by the Township's Chief Financial Officer in a lawful manner.

1B.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his submission by registered mail at any time prior to the scheduled closing time for receipt of submissions, provided such communication is received by the OWNER prior to the closing time. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the final price(s) or term(s) will not be known by the OWNER until the sealed submission is opened.

1B.6 REJECTION OF SUBMISSIONS

The Municipality reserves the right to reject any Proposal that is incomplete pursuant to the "Documents Checklist" contained earlier in this Request for Proposals package, or that takes exceptions to the within Specifications in any material way, or which is not property executed, or which contains proven misrepresentations or falsehoods. The Municipality also reserves the right to reject all Proposals according to the criteria set forth in the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.* Any such determinations shall be made in the sole discretion of the Municipality.

1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED

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

1B.6.2 UNBALANCED SUBMISSIONS

Submissions which are obviously unbalanced may be rejected at the option of the OWNER.

1B.6.3 RIGHT TO REJECT SUBMISSIONS

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

1B.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the Township of Medford to award submissions on *a "service by service" basis, "per project" basis, in part or in whole* as determined by the Owner.

1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED

The owner expressly reserves the right to waive any informality in any submission, and to accept the submission which, in the OWNER'S judgment, serves its best interests.

1B.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

1B.8 PAYMENT

Bills are publicly approved every second and fourth Tuesday of each month at regular Township Council meetings. All bills approved at that meeting are paid by checks which are mailed the Friday after the meeting. No checks may be picked up by the professional service entity.

In order for a voucher to be placed on said meetings for approval, they must be submitted to the appropriate Township department, be signed by all the appropriate Township officials and be presented to the Comptroller's office no later than 12:00 noon the Tuesday prior to the meeting. There are no exceptions to this rule.

1B.9 TRANSITIONAL PERIOD:

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

1B.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION:

Under no circumstances, on submission documents requiring authorized signatures, will the OWNER accept documents provided through facsimile machines.

1B.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

Professional services entities are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

1B.12 GENERAL REQUIREMENTS/INFORMATION

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by TOWNSHIP OF MEDFORD and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

TOWNSHIP OF MEDFORD reserves the right to cancel any contract entered into upon thirty (30) days written notice.

1B.13 PUBLIC LAW 2012 – CHAPTER 25

Public Law 2012, c. 25 states 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, 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 person or entity

1B.14 FEDERAL NON-DEBARMENT CERTIFICATION

Certification Requirements under N.J.S.A. 52:32-44.1

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or "debarred," from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of the bid document regarding their name and type of contracting unit before using the form.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will 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 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 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 without regard to age, race, 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 (electronically provided by the Division and distributed to the public agency through the Division’s website at www.state.nj.us/treasury/contract_compliance).

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

ATTENTION ALL
PROFESSIONAL SERVICE ENTITIES

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Township of Medford) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue, shall be provided at the time any submission is received; *failure to do so is a fatal defect that cannot be cured*. This law covers construction as well as non-construction submissions.

Further information may be obtained by visiting the following web site at the State of New Jersey:
www.nj.gov/treasury/revenue/busregcert.htm

Goods & Services Contracts (including purchase orders):

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

1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;

3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates, that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

TOWNSHIP OF MEDFORD

AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The CONTRACTOR and the TOWNSHIP OF MEDFORD (herein referred to as the Township) 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 seg.), 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the TOWNSHIP, 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 TOWNSHIP'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP or if the TOWNSHIP 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 TOWNSHIP shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the TOWNSHIP or any of its agents, servants, and employees, the TOWNSHIP shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives.

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

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

TOWNSHIP OF MEDFORD

PAYMENT POLICY

Payment vouchers with appropriate invoices are publicly approved every first and third TUESDAY of each month at regular Township Council meetings. All payment vouchers/invoices approved at each meeting are paid by checks which are **mailed** the Friday directly after the meeting. Under **no** circumstances may checks be picked-up by the vendor/contractor.

In order for a payment voucher to be placed on said meetings for approval, they must be submitted fully executed by the vendor/contractor to the appropriate Township department, be signed by all the appropriate Township officials and be presented to the **Finance Office** no later than 4:30 p.m., **twelve (12) calendar days** immediately prior to the actual meeting.

This means that the Township cannot process payment without the certification on the payment voucher that the goods have been received or the services performed. Further, the Township will not accept any delivery of goods or services **'C.O.D.'**. There are **no** exceptions to these procedural requirements.

TOWNSHIP OF MEDFORD

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

(Pursuant to **N.J.S.A. 19:44A-20.5 et. seq.** and the Township of Medford Administrative Code

- SPECIFICATIONS

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

The Township of Medford is seeking sealed submissions in response to a request for qualifications from .

The **standardized submission requirements** shall include:

(i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Township of Medford and/or experience with other municipalities and project similar to the matter being advertised.

(ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.

(iii) Educational background and experience of the individual(s) to be assigned to the work required.

(iv) List of Professional References and Records of Success, including addresses and telephone contact numbers.

(v) Description of the support staff available to the individual(s) to be assigned.

The **selection criteria** to be used in awarding contracts shall include, but not be limited to:

(i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.

(ii) Experience and reputation in the field.

(iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.

(iv) Availability of the Professional Service entity personnel, facilities and other resources.

(v) Professional Service entity financial stability and strength.

(vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.

(vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.

(viii) Compliance with the submission documents.

Contract Term: Pursuant to **N.J.S.A. 40A:11-3(b)**, …"contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months".

The contract term shall commence upon **"date of award"** by resolution of Township Council **through twelve months.**

Professional services entities responding to this solicitation shall submit one (1) original hard copy and one (1) electric copy or CD of the sealed submission, on or before December

TOWNSHIP OF MEDFORD

CHECKLIST – FAIR & OPEN PUBLIC SOLICITATION PROCESS

(Pursuant to N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code)

PROFESSIONAL SERVICE: _____

SUBMISSION DATE: _____

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

1. **Copy** of your ***Business Registration Certificate*** as issued by the State of New Jersey, Department of Treasury, Division of Revenue ……..….. XX
2. Non-Collusion Affidavit …….…….…… XX
3. Disclosure of Ownership Form ……..…….. XX
4. Insurance Requirement Acknowledgement Form ..……..……..……. XX
5. Mandatory Equal Employment Opportunity Notice Acknowledgement ……..… XX
6. Professional Service Entity Information Form ……..……..…. XX
7. Qualifications Submission Form …… XX
8. Exceptions to Specifications Form ……..…..… XX
9. Acknowledgement of Corrections, Additions or Deletions Form ……..… XX
10. Disclosure of Investment Activities in Iran …….. XX
11. Certification of Non-Involvement in Russia or Belarus…… XX
12. Federal Non-Debarment Certification …… XX

TOWNSHIP OF MEDFORD

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF :

I, _____ of the _____ of _____

in the County of _____ and the State of New Jersey, of full age, being duly sworn according to law

on my oath depose and say that:

I am _____

of the firm of _____

the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Township of Medford relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

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

_____.
Name of Professional Service Entity

Subscribed and sworn to before me

this _____ day of _____, 20___

_____

Notary Public, State of _____ _____
(Signature of Professional)

My Commission expires_____ _____
(Type or Print name of affiant and Title, under signature)

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: _____

Organization Address: _____

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

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

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

OR

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

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

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

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

TOWNSHIP OF MEDFORD

INSURANCE REQUIREMENTS and ACKNOWLEDGEMENT FORM

FAIR & OPEN PUBLIC SOLICITATION PROCESS pursuant to N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code.

Certificate(s) of Insurance for Liability, Workmen's Compensation and Professional Liability Insurance, satisfactory to the Township of Medford, shall be filed with the Township Clerk's Office upon award of contract by the Township Council.

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

1. WORKMEN'S COMPENSATION & EMPLOYERS LIABILITY INSURANCE

The Professional Service Entity shall take out and maintain during the life of the contract adequate workmen's compensation and employer's liability insurance for all employees employed in connection with the work, and in case any work is sublet, the Professional Service Entity shall require each sub-contractor similarly to provide workmen's compensation and employer's liability insurance for the latter's employees, unless such employees are covered by the protection afforded by the Professional Service Entity's insurance.

Coverage A shall be New Jersey Statutory
Coverage B (Employer's Liability) shall be unlimited as per New Jersey Workmen's Compensation Law

2. COMPREHENSIVE GENERAL LIABILITY INSURANCE

Limits shall be a minimum of $1,000,000.00 bodily injury and property damage combined. The Certificate of Insurance must indicate coverage at the above limits for:

A. Contractual indicated on the face of the Certificate as being in accordance with the standardized submission requirements.
B. Independent Contractors (if any)
C. Completed Operations

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Limits shall be a minimum of $1,000,000.00 bodily injury and property damage combined. The Certificate of Insurance must indicate coverage at the above limits for:

(A.) Hired Vehicles
(B.) Non-Owned Vehicles.

4. PROFESSIONAL LIABILITY INSURANCE

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

Acknowledgement of Insurance Requirement:

_____ _____
(Signature) (Date)

_____
(Printed Name and Title)

TOWNSHIP OF MEDFORD

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the Township of Medford, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

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

The successful professional service entity may obtain the Employee Information Report (AA302) from the Township of Medford during normal business hours.

The successful professional service entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the Township of Medford, and the gold *Vendor* copy is retained by the professional service entity.

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

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

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE : _____

TOWNSHIP OF MEDFORD – PROFESSIONAL SERVICE ENTITY INFORMATION FORM

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

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

****

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

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

****

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

State under whose laws incorporated _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

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

_____

Telephone No.: _____ Name of Corp.: _____

Signature: _____ By: _____

Title: _____ Address: _____

TOWNSHIP OF MEDFORD

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

Pursuant to N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code

TITLE

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:

_____

_____

_____

_____

_____

2. Documented past performance of same or similar service.

_____

_____

_____

_____

_____

3. References and record of success of same or similar service.

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

5. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses.

_____

_____

_____

_____

_____

6. Description of technical process and equipment used in performing task(s).

_____

_____

_____

_____

_____

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

E-Mail Address:_____

TOWNSHIP OF MEDFORD – EXCEPTIONS TO SPECIFICATIONS

Fair and Open Solicitation Process pursuant to N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code.

Professional Service entities are to fully and accurately complete this form. If no exceptions are taken, the word "NONE" shall be written. If exceptions are taken, they must be listed fully on this page. You may attach additional sheets as necessary.

Name of Company: _____

Signature: _____

TOWNSHIP OF MEDFORD

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

Fair and Open Solicitation Process pursuant to N.J.S.A. 19:44A-20.5 et. seq. and the Township of Medford Administrative Code

I, _____

of the firm _____

hereby acknowledge that any corrections, additions and/or deletions

have been initialed and dated in this Submission Package.

_____
(Signature)

_____
(Type or Print name of affiant and Title, under signature)

_____
(Date)

State of New Jersey Division of Purchase and Property

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number_____: Bidder / Offeror: _____

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, 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 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:

☐ is not providing goods or 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 o 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 sector 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 and precise description of the activities must be provided in part 2 below 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 a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL SPACE, MAKE COPIES OF THIS FORM AND ATTACH HERETO

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

_____

_____

Duration of Engagement _____Anticipated Cessation Date_____

Bidder/Offeror Contact Name _____Contact Phone Number _____certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Medford is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Medford and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Signature _____

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[1]") 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)

_____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

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

OR

_____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.

_____

_____

_____

[1] 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).

(*Attach Additional Sheets If Necessary.)*

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS
N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

☐Sole Proprietorship (skip Parts III and IV) ☐Non-Profit Corporation (skip Parts III and IV)

☐For-Profit Corporation (any type) ☐Limited Liability Company (LLC) ☐Partnership

☐Limited Partnership ☐Limited Liability Partnership (LLP)

☐Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the **individual or organization listed above in Part I** is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **Township of Medford** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **Township** 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 **Township**, permitting the **Township** to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization

Section A (Check the Box that applies)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

Section C – Part III Certification			
I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of the **Organization listed above in Part I**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **Township of Medford** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **Township** 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 **Township**, permitting the **Township** to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities		
Section A		
☐	Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.	
Name of Business Entity		**Business Address**
Add additional sheets if necessary		
OR		
☐	The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.	

Section B (skip if no business entities are listed in Section A of Part IV)		
☐	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		**Business Address**
Add additional Sheets if necessary		
OR		
☐	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	

Section C – Part IV Certification			
I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **Township of Medford** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **Township** 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 **Township**, permitting the **Township** to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

NOTICE REGARDING BUSINESS ENTITIES WHICH RECEIVE, IN THE AGGREGATE, $50,000.00 OR MORE FROM PUBLIC ENTITIES DURING A CALENDAR YEAR

A business entity which has received $50,000.00 or more in the aggregate during a calendar year through agreements or contracts with a public entity or public entities is required by state law to file an additional statement with the New Jersey Election Law Enforcement Commission. The form is to be filed electronically. The form maybe found at: www.elec.state.nj.us. For further information, contact the New Jersey Election Law Enforcement Commission at (609) 292-8700 or toll free in New Jersey 1-888-313-ELEC (3532).