Township of Burlington, Burlington County

New Jersey

Request for Proposal

2025 Annual Professional Services

Sealed Proposals Opening

December 19, 2024 at 10:00 AM

TOWNSHIP OF BURLINGTON
851 OLD YORK ROAD
BURLINGTON TOWNSHIP, N.J. 08016

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BURLINGTON TOWNSHIP, NJ 08016

Request for Proposals for 2025 Annual Professional Services

Please take notice in accordance with N.J.S.A. 19:44A-20.5 et seq., through the fair and open process, Burlington Township is seeking proposals and resumes for our 2025 Annual Professional Services Contracts for the following positions:

Affordable Housing Administrative Agent
Affordable Housing Attorney
Affordable Housing Planner
Animal Control Services
Auditor
Bond Attorney
Dam Safety Engineering Consultant
*Financial Advisory Services
*Grant Application and Management Consultant Services
Insurance/Risk Manager Services
Labor Counsel
*Lake Management Consultant
Land Surveyor
Liability Claims Adjuster
Licensed Site Remediation Professional (LSRP)
Planner, Township
Planner, Planning/Zoning
Prosecutor
Public Defender
Real Estate Tax Appeal Appraisal Services
Solicitor, Township
Solicitor, Planning Board
Solicitor, Zoning Board
*Stormwater Management & Watershed Improvement Consultant
Traffic Engineer, Planning/Zoning
*Wireless Communications Antenna/Tower Siting and Management Consultant
Worker's Compensation Attorney
Worker's Compensation Claims Handling Services
*Sanitary Sewer Utility Instrumentation Programming and Engineering
*Water Utility Instrumentation Programming and Engineering

** Asterisk indicates that descriptions for these disciplines are fully described in the proposal packet.*

Any requests to obtain proposal forms should be made to the Municipal Clerk, Mary E. Field, 851 Old York Road, Burlington Township, NJ, 08016 during the hours of 8:00 AM to 4:00 PM, Monday through Friday, or on the web at twp.burlington.nj.us .

Sealed proposals will be opened on **Thursday, December 19, 2024 at 10:00 AM** by the Municipal Clerk and Purchasing Agent at the Burlington Township Municipal Building, 851 Old York Road, Burlington Township, NJ 08016. Proposals received after this time will not be accepted. Proposals shall be labeled **"RFP for (Name of Position)"** marked on the outside. Please submit only one copy of the proposal for each position.

Respondents are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and P.L. 1975, c. 127 (N.J.A.C.17:27), Affirmative Action Requirements, (N.J.A.C. 52:25-24.2) Statement of Ownership, (N.J.S.A 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).

The award of contracts for providing the above will be made at a Regular Meeting of the Mayor and Township Council, who reserve the right to waive formalities and accept or reject any part or all of the submitted proposals as they may determine to be in the best interest of the Township of Burlington.

Mary E. Field, RMC
Municipal Clerk

TOWNSHIP OF BURLINGTON

REQUEST FOR PROPOSALS

Purpose:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contract based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 *et seq*., to the Township.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2025.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Please submit one copy of your proposal to the Burlington Township Municipal Clerk at the address listed below:
   Mailing Address:
   Township of Burlington
   ATTN: Mary E. Field
   Municipal Clerk
   851 Old York Road
   Burlington, NJ 08016

2. Sealed proposals will be opened on Thursday, December 19, 2024 at 10:00 AM by the Municipal Clerk at the Burlington Township Municipal Building, 851 Old York Road, Burlington Township, NJ 08016. Proposals received after this time will not be accepted. Proposals shall be labeled **"RFP for (Name of Position)"** marked on the outside. Please submit only one copy of the proposal for each position.

3. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as out lined in its proposal.

4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31 et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).

5. Proof of Insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.

6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by either the Township Council, Planning Board or Zoning Board at their Meeting.

7. The Township will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFP:

- To accept or reject any or all proposals;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the Township;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the Township and not necessarily on the basis of price or any other single factor.

Evaluation:

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate and required meetings
- Compensation proposal
- Other factor, if demonstrated to be in the best interest of the Township

TOWNSHIP OF BURLINGTON

FINANCIAL ADVISORY SERVICES
RFP SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

GENERAL SCOPE:

1. The Financial Advisor shall be responsible for the thorough understanding of the project requirements including the applicable codes, bond resolution and regulations. The Financial Advisor shall become familiar with the Township's procedures, presentation and coordinating requirements necessary for the effective performance of the Contract.

2. The Financial Advisor will coordinate its activities with the Township's Chief Financial Officer and Executive staff throughout the course of this Contract. The Proposer will promptly establish a means of coordinating and reporting its activities with the designated project liaison to ensure an expeditious exchange of information.

3. For investment advisory services, the Financial Advisor will conduct any escrow open market securities bidding, provide investment strategies for bond proceeds and debt reserve funds, and value investment portfolios as required.

4. For redevelopment financial consultant services, the Financial Advisory will provide services on a broad range of redevelopment transactions; including commercial and recreational redevelopment projects as well as market rate, senior and affordable housing transactions. Assist with the negotiation of redevelopment, financial and tax abatement agreements, develop independent cash-flow models (including detailed PILOT analyses) and provide advice relating to the structuring and financing of the project.

QUALIFICATIONS AND CREDENTIALS:

Proposers must demonstrate how they meet the following minimum qualifications in order for their proposals to be evaluated:

1. The Proposer must be qualified as an Independent Financial Advisory Firm registered as a municipal advisory (MA) with both the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

2. Experience of the Proposer shall offer a team of professionals in which the senior professional(s) have a minimum of ten (10) years' experience in providing financial advisory services to municipal governments in New Jersey.

3. The Proposer must maintain a bona fide office in the State of New Jersey.

4. The Proposer must possess in-depth experience in municipal bond transactions.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of Financial Advisory Services for calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    a. Knowledge and experience working with local public utilities.
    b. Availability to accommodate the Township needs and schedule.
    c. Support staff availability.

TOWNSHIP OF BURLINGTON

GRANT APPLICATION AND MANAGEMENT CONSULTANT SERVICES
RFP SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

POSITION DESCRIPTION: Burlington Township desires to appoint a firm to provide comprehensive grant services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of grant services required by a municipality. Any experience or knowledge of matter that directly affects Burlington Township should be addressed.

Minimum Requirements:

1. The Grants Application and Management Consultant shall have at least 25 years' experience in a wide field of grant subject areas including but not limited to federal, state, county and private grant programs, the application therefore and the management thereof, with a minimum of twenty (20) years' experience in municipal strategic planning services associated with and leading to grant writing, application preparation, project administration and management. At least twenty (20) years' experience working grant programs offered by the State of New Jersey.

2. Must list all recent past and current municipal clients.

3. Describe ability to provide services in a timely fashion including location of office servicing Burlington Township a description of your staffing and a description of your experience with state, federal and local programs, familiarity with the services required by Burlington Township.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of Grant Application Consultant Services for calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services. Identify the person(s)s who will be primarily responsible for the services required by Burlington Township and provide a description of the experience of the primary person(s) with projects and

issues similar to those more specifically set forth in the proposal and on behalf of Burlington Township.

Identify persons who will serve as back up to the primary person including resumes of all parties.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    a. Knowledge and experience working with local public utilities.
    b. Availability to accommodate the Township needs and schedule.
    c. Support staff availability.

TOWNSHIP OF BURLINGTON

WIRELESS COMMUNICATION ANTENNA/TOWER SITING AND MANAGEMENT CONSULTANT
RFP SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

RESUME AND QUALIFICATION STATEMENT:

Section 1. Resume and Qualification Statement for Wireless Communications Antenna/Tower Siting and Management Consultant shall provide the following information for evaluation by the Burlington Township Council.

1. Experience, qualifications and reputation in the field for the position sought.
2. Knowledge of the area of expertise for the position of Wireless Communications Antenna/Tower Siting and Management Consultant.
3. Experience and knowledge of Burlington Township and the Antenna/Tower siting industry in New Jersey.
4. Availability to accommodate any required meeting of Burlington Township.
5. Designated professional and support staff and location of firm's offices.
6. Identification of any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
7. References in general and in particular from other municipalities where the professional or contractor has provided similar services as sought by the Township, including contact names, titles, and phone numbers.

Section 2. Selection of the professional shall be solely on the Township's evaluation of the submitted material in the criteria set forth in this document. All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance.

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in providing professional services to Burlington Township and references related thereto.
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and Burlington Township.
4. Location of primary office in relation to Burlington Township.

5. Thoroughness and completeness of the applicant's submittal.

The work to be performed under this proposal includes:
Consultation services for the construction of a wireless telecommunications tower and/or the placement of antennas on an existing structure.

Consultation services shall consist of:

1. Perform an assessment of the property to determine the availability for placement of a tower/antennas.
2. Administering preparation of bid specifications for the solicitation of bids from organizations that are prospectively considering leasing property from Burlington Township for purposes of constructing a wireless telecommunications tower and compound and the placement of antennas and ancillary equipment on that Township-owned property.
3. Administer post-bid detail negotiations for the construction of a wireless telecommunications cell tower with various telecommunication carriers that may be seeking coverage in the Burlington Township area. Recommend options to the governing body that will maximize the potential revenue that may be generated from the site. Work out details of the approval and building process while assisting the Township with effective communication of all phases of project with the public
4. Prepare site information and assure that site information is delivered to the right decision makers within each carrier to maximize the likelihood that each of the carriers in the industry will choose the Burlington Township Tower when seeking coverage in Burlington Township. The contractor will facilitate any necessary on-site meetings with wireless carriers and work to evaluate their equipment and other technical needs.
5. Work with the municipality and interested carrier(s) to arrive at an installation design(s) that is optimized to handle present and reasonably expected future needs of the municipality and potential tenants.
6. Bid Process- Design and prepare bid specifications for the construction and installation of cellular antenna(s) on the Burlington Township Water Tower that optimize the potential revenues realized from the site. The bid specifications for the lease of the facility shall be prepared in compliance with the laws of the State of New Jersey.
7. Post-Bid Phase - Upon completion of the initial bid process, the contractor shall work with the successful bidder(s) to see that the lease(s) are finalized and that the location of equipment on the site moves forward efficiently.
8. Management – Provide an optional component of the proposal submittal that covers, on an ongoing basis, management of the site. Management shall include monitoring ongoing equipment placement and replacement in the facility and on the tower, tracking all lease payments and enforcing lease increase mandates, monitor maintenance of the site and interface between the Township and the Tenants regarding any issues of concern that may arise.

TOWNSHIP OF BURLINGTON

SANITARY SEWER UTILITY
INSTRUMENTATION, PROGRAMING & ENGINEERING
RFP SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

POSITION DESCRIPTION: Vendor shall provide design, programing & troubleshooting for Sanitary Sewer Utility SCADA, Instrumentation and Controls as directed by the Superintendent, which may include Engineering and Technical Services for HMI and PLC/RTU Platform Solutions, Systems Integration, P&I Diagrams, Functional Programing, Software, Drawings & Specifications.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of professional programing, engineering and technical services in connection with instrumentation for the Township's sanitary sewer utility for calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    d. Knowledge and experience working with local public utilities.
    e. Availability to accommodate the Township needs and schedule.
    f. Support staff availability.

TOWNSHIP OF BURLINGTON

WATER UTILITY INSTRUMENTATION, PROGRAMING & ENGINEERING
RFP SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

POSITION DESCRIPTION: Vendor shall provide design, programing & troubleshooting for Water Utility SCADA, Instrumentation and Controls as directed by the Superintendent, which may include Engineering and Technical Services for HMI and PLC/RTU Platform Solutions, Systems Integration, P&I Diagrams, Functional Programing, Software, Drawings & Specifications.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of professional programing, engineering and technical services in connection with instrumentation for the Township's water utility for calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    a. Knowledge and experience working with local public utilities.
    b. Availability to accommodate the Township needs and schedule.
    c. Support staff availability.

TOWNSHIP OF BURLINGTON

LAKE MANAGEMENT CONSULTANT

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

POSITION DESCRIPTION: Vendor shall develop strategies and recommend capital improvements to address eutrophication for both the Upper and Lower Sylvan Lakes. Provide herbicide management and water quality analysis, upon request. Develop a program to educate the public as to the components, function and benefit of a lacustrine ecosystem.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of water tank and coatings inspections consultant for the calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    d. Knowledge and experience working with local public utilities.
    e. Availability to accommodate the Township needs and schedule.
    f. Support staff availability.

TOWNSHIP OF BURLINGTON

STORMWATER MANAGEMENT & WATERSHED IMPROVEMENT CONSULTANT

SUBMISSION DEADLINE: Refer to advertisement and posting by the Municipal Clerk.

POSITION DESCRIPTION: Vendor shall prepare MS4 stormwater infrastructure mapping for the entire Township using GNSS. Prepare a Watershed Inventory Report in accordance with the NJDEP MS4 Permit requirements. Organize and conduct required public information sessions. Upon request, provide consultation regarding compliance with MS4 permit requirements.

SUBMISSION REQUIREMENTS:

1. The Township of Burlington is soliciting proposals for the provision of water tank and coatings inspections consultant for the calendar year 2025.

2. All sealed proposals shall be submitted to the Municipal Clerk, 851 Old York Road, Burlington, NJ 08016 by the deadline noted in the RFP issued by the Office of the Municipal Clerk. Only one copy of the proposal is required.

3. Each submission shall include at a minimum, the name, address and contact information of the person or firm making the proposal, a statement of qualifications, including applicable licenses held, a statement of experience in rendering similar professional services to public entities, and a proposal for compensation or a schedule of fees to be charged for such professional services.

4. In addition to the General Criteria listed in the RFP issued by the Office of the Municipal Clerk, the evaluation of each proposal received will consider:
    d. Knowledge and experience working with local public utilities.
    e. Availability to accommodate the Township needs and schedule.
    f. Support staff availability.

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

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

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

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

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

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. l7:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS

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

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

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

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the Burlington Township Purchasing Department during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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

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

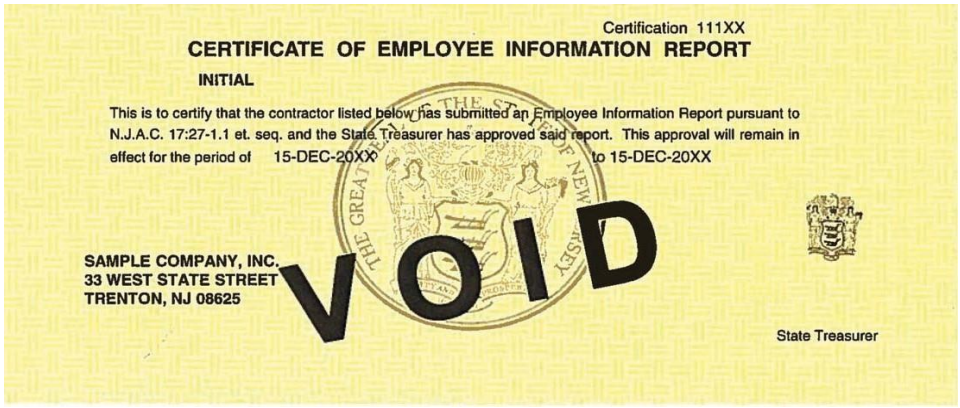
Company: _____

Signature: _____

Print Name: _____ Title: _____

Date: _____

SAMPLE CERTIFICATION OF EMPLOYEE INFORMATION REPORT



Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID

State Treasurer

Form AA302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED $150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY

2. TYPE OF BUSINESS
☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE
☐ 4. RETAIL ☐ 5. OTHER

3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY

4. COMPANY NAME

5. STREET CITY COUNTY STATE ZIP CODE

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE

7. CHECK ONE: IS THE COMPANY: ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT

10. PUBLIC AGENCY AWARDING CONTRACT CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG.DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. *DO NOT SUBMIT AN EEO-1 REPORT.*

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
				MALE					FEMALE				
	COL. 1 TOTAL (Cols.2 &3)	COL. 2 MALE	COL. 3 FEMALE	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?
☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)

14. IS THIS THE FIRST Employee Information Report Submitted?
1. YES ☐ 2. NO ☐

15. IF NO, DATE LAST REPORT SUBMITTED
MO. DAY YEAR

13. DATES OF PAYROLL PERIOD USED
From: To:

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE TITLE DATE MO DAY YEAR

17. ADDRESS NO. & STREET CITY COUNTY STATE ZIP CODE PHONE (AREA CODE, NO.,EXTENSION)
- -

NEW JERSEY BUSINESS REGISTRATION CERTIFICATION

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

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJREG can be filed online at http://www.state.nj.us/treasury/revenue/busregcert.shtml.

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

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

SAMPLE BUSINESS REGISTRATION CERTIFICATE

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

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME:
CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#:
970-097-382/500

SEQUENCE NUMBER:
0107330

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

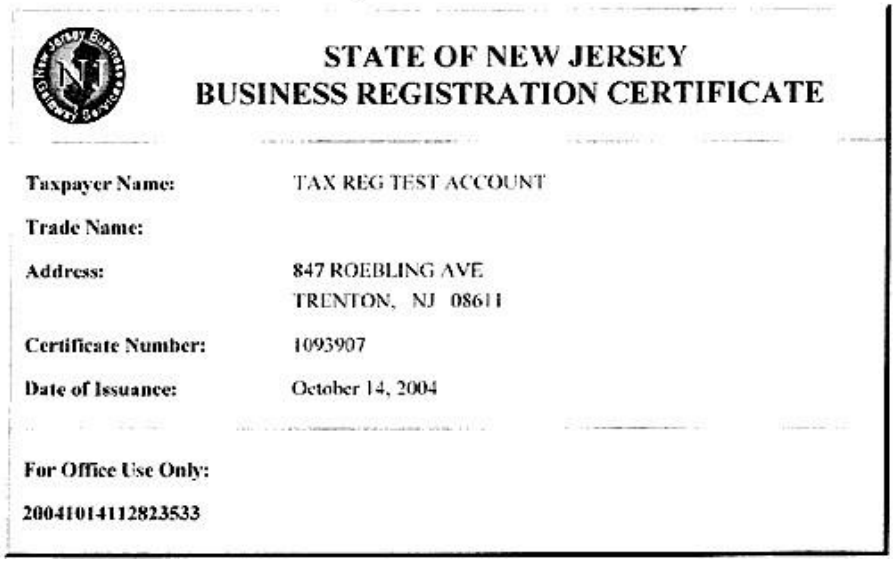
EFFECTIVE DATE:
01/01/01

Acting Director

FORM-BRC(08-01)

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

SAMPLE



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

TOWNSHIP OF BURLINGTON
REQUEST FOR PROPOSALS CHECKLIST

Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL

INITIAL BELOW

A. New Jersey Business Registration Certificate _____

B. Affirmative Action Compliance Documentation _____

C. Statement of Ownership Disclosure _____

D. Non-Collusion Affidavit _____

E. Disclosure of Investment Activities in Iran _____

F. Certification of Non-Involvement in Russia or Belarus _____

G. Federal Debarment Form _____

H. Certificate of General Liability Insurance _____

I. Statement of Proposed Fees and Charges _____

Note: N.J.S.A 52:32-44 provides that the Township 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 UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

NAME OF PROPOSER:

_____

Person, Firm or Corporation

_____

Name and Title

_____

Professional Service Position

TOWNSHIP OF BURLINGTON
NON-COLLUSION AFFIDAVIT

State of _____

County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

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

I am _____ of the firm of _____
(title or position) (name of firm)
_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with full authority
(title of bid proposal)
to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Burlington 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 project.

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 bona fide employees or bona fide established commercial or selling agencies maintained by

_____.
(name of contractor)

Subscribed and sworn to

before me this _____day

of _____, 2024

_____
Signature of affiant

_____
(Type or print name of affiant under signature)

_____
Notary public of

My Commission expires _____

(Seal)

TOWNSHIP OF BURLINGTON

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received**

Acknowledged for: _____

(Name of Bidder)

By: _____

(Signature of Authorized Representative)

Name: _____

(Print or Type)

Title: _____

Date: _____

BURLINGTON TOWNSHIP
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 Burlington 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 Burlington 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, permitting the Township to declare any contract(s) resulting from this certification void and unenforceable.

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

Disclosure of Investment Activities in Iran

Person or Entity	

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX**.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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 certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*

OR

☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activates in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Burlington 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 Burlington to notify the Township of Burlington 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 Burlington and that the Township of Burlington at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

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

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

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

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

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

_____

_____

_____

_____

_____

_____

(Attach Additional Sheets If Necessary.)

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

[i] 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).

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 Burlington 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 the Township of Burlington to notify the Township of Burlington 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 of Burlington, permitting the Township of Burlington 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 I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Township of Burlington 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 the Township of Burlington to notify the Township of Burlington 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 of Burlington, permitting the Township of Burlington 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 Burlington 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 the Township of Burlington to notify the Township of Burlington 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 of Burlington, permitting the Township of Burlington to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	