

COLTS NECK TOWNSHIP



Notice of Request for Proposals and Qualifications for Professional Service Contracts

Notice is hereby given that the Township Committee of Colts Neck Township is Requesting Proposals and Qualifications for Professional Services as listed below for the term of January 1, 2026 through December 31, 2026. Accepting RFP/RFQ's for the following:

ATTORNEYS:

1. Township Attorney
2. Bond Counsel
3. Alternate Bond Counsel
4. Labor Counsel
5. Affordable Housing Counsel
6. Zoning Board Counsel
7. Planning Board Counsel

ENGINEER:

1. Township Engineer

PLANNERS:

1. Affordable Housing Planner
2. Affordable Housing Consultant

COURT:

1. Prosecutor
2. Alternate/Conflict Prosecutor
3. Public Defender
4. Conflict Public Defender

OTHER:

1. Animal Control
2. Auditor
3. Drug/Alcohol Testing
4. Financial Consultant/Bond Advisor
5. Visiting Nurse/Home Health Services

Descriptive Requests for Proposals and Qualifications for all of the above Professional Services setting forth the scope of services sought and any proposal requirements may be obtained from the Colts Neck Township website www.coltsneck.org or by contacting Trina Lindsey, Municipal Clerk, located at 1 Veterans Way, Colts Neck, NJ 07722. Any questions should be directed to Kathleen Capristo, Township Administrator at kcapristo@coltsneck.org or (732) 462-5470 ext.107.

Proposals will be evaluated in the manner and on the basis of most advantageous, price and other factors considered, in accordance with criteria set forth in the Request for Proposals.

Proposals for each of the above Professional Services sought are to be submitted separately. **All proposals are to be submitted in sealed envelopes specifying the Professional Services for which the proposal is to be submitted by 10:00 AM on Thursday, October 23, 2025** to: Trina Lindsey, Municipal Clerk, Colts Neck Township, 1 Veterans Way, Colts Neck, NJ 07722.

All proposals will be unsealed and opened on **Thursday, October 23, 2025, at 10:00 AM** in the meeting room of Colts Neck Township located at 1 Veterans Way, Colts Neck, NJ 07722 which opening shall be opened to the public. Anyone wishing to participate in the RFP/RFQ opening may do so in person.

All RFP/RFQ's are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.5 et seq. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et. seq.

GENERAL INFORMATION

1. Colts Neck Township reserves the right to revise any part of the RFP/RFQ by issuing an addendum to the RFP/RFQ.
2. Issuance of this RFP/RFQ in no way constitutes a commitment by Colts Neck Township to award a contract. Colts Neck Township reserves the right to accept or reject, in whole or part, all qualifications statements submitted and/or cancel this announcement if it is determined to be in Colts Neck Township's best interest.
3. Colts Neck Township is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the qualifications statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP/RFQ are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by Colts Neck Township.
4. Colts Neck Township shall not be liable for any errors in qualifications statements. Colts Neck Township reserves the right to make corrections or amendments to the RFP/RFQ due to errors identified in qualifications statements by Colts Neck Township or the proposer/respondent. Colts Neck Township at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
5. Colts Neck Township reserves the right to enter into a Contract without further discussion of the qualifications statement submitted based on the initial offer received. Colts Neck Township reserves the right to contract for all or a partial list of services offered in the qualifications statement. The RFP/RFQ and qualifications statement of the selected proposer/respondent shall become part of any contract initiated by Colts Neck Township.
6. The selected proposer/respondent shall be expected to enter into a contract. If the selected proposer/respondent fails to sign all contract documents within ten (10) calendar days of delivery, Colts Neck Township may elect to cancel the award and award the contract to another proposer/respondent.
7. Pay to Play: The proposer/respondent is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the proposer/respondent receives contracts in excess of \$50,000 from public entities in a calendar year. It is the proposer/respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

I. PROPOSAL CONTENTS

Proposals should include the following minimum information:

1. Existing positions or contracts with the municipality.
2. The proposed supervisory and proposed personnel intended to be used to provide the services required by the scope of work and general manner in which personnel will be used to address the Scope of Work.
3. The experience and qualifications of the firm and/or key personnel in each of the areas specified in the scope of work. This should include experience in representing municipalities or similar agencies in such areas as well as general experience in serving in positions similar to the one being sought. Resumes and Biography's of all key personnel.
4. Experience with and knowledge and familiarity of the Municipality and the subject matters of the Scope of Work as they relate to the Municipality.
5. Resources available the firm/candidates and ability to perform the scope of work in a timely, efficient and professional manner without the need to outsource.
6. Availability to accommodate required meetings.
7. Other factors shown to be beneficial to the municipality.
8. Compensation Proposal. As it is difficult to estimate the total number of hours that will be required to perform the scope of work and in order for fair comparison, candidates are to provide the following information concerning compensation and cost:
 - A. The hourly rate or flat rate to be charged with respect to each area of service within the Scope of Work. If a different rate or fee will be charged dependent upon level of experience or standing, such as partner, associate, etc., such should be specified. The flat rate to be charged should be broken down with respect to each area of service within the Scope of Work.
 - B. In the event the rates and fees will vary over the course of the anticipated contract, the proposed rates/fees should be reflected as applicable to each relevant time period.
 - C. The items of costs to be charged such as telephone, copy, facsimile, postage and delivery charges together with the manner and/or rates to be charged.
9. Copy of New Jersey Business Registration Certificate. All firms (and their subcontractors) competing for Municipal contracts must provide a copy of their Business Registration Certificate at the time the proposal is submitted.
10. Completed Bid Proposal Form
11. Completed Affirmative Action Compliance Notice

12. Acknowledged Appendix "A" Americans with Disabilities Act Form
13. Completed Disclosure of Activities in Iran Form
14. Completed Disclosure of Activities in Russia/Belarus Form
15. Completed Statement of Ownership Disclosure
16. Completed New Jersey Debarred List Affidavit
17. Completed Non-Collusion Affidavit
18. Acknowledgment of Receipt of Addenda Form
19. **Proposals must include two signed copies of a contract to be reviewed by the Township Attorney**

II. INSURANCE

Prior to the commencement of a contract, the successful proposer/respondent will be required to furnish a copy of their professional liability insurance certificate evidencing valid insurance coverage. Insurance coverage should be in place at the start of the contract term and must be maintained continuously for the duration of the contract. Any lapses in insurance coverage must be reported to the Township immediately. The successful proposer/respondent shall procure insurance coverage against claims that may arise from, or in connection with the performance of the work hereunder by the successful proposer/respondent, his agents, representatives, employees or sub-contractors. The successful proposer/respondent shall keep all the required insurance in force continuously pursuant to their responsibility described in the contract, including any and all extensions. The successful proposer/respondent shall pay all costs, premiums, and charges earned and payable under the required insurance. For the purpose of this exhibit: the term "successful proposer/respondent" shall also include their respective agents, representatives, employees or sub-contractors; and the term "Colts Neck Township" (or "Township") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

III. AFFIRMATIVE ACTION

All contracts issued by a Public Agency must contain the mandatory affirmative action language set forth in N.J.A.C. 17:27 et seq. For all goods, general services and professional services vendors, Public Agency contracts must include the affirmative action language of Exhibit A which is included with this RFP/RFQ.

P.L. 1975, C. 127 (N.J.A.C. 17:27) Mandatory Affirmative Action Language for Procurement, Professional and 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation.

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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.

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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

The contractor has attached a copy of their current "Certificate of Employee Information Report" to this Agreement; or contractor agrees to complete the Affirmative Action Employee Information Report, form AA-302 and forward same to the Affirmative Action Office within thirty (30) days of the date of this Agreement.

IV. EVALUATION CRITERIA for RFP/RFQ's

1. Use of personnel and approach to scope of work.
2. Experience, qualifications and reputation in relation to areas within the Scope of Work.
3. Experience with and knowledge and familiarity of the Municipality and the subject matters of the Scope of Work as they relate to the Municipality.
4. Resources available within the firm and their ability to perform the scope of work in a timely, efficient and professional manner without the need to outsource.
5. Availability to accommodate required meetings.
6. Other factors shown by the candidates to be beneficial to the Municipality or which the Municipality determines to be relevant.
7. Overall advantages of the candidates considering all factors as a whole.
8. Compensation Proposal.

PROPOSAL FORM

(Contract Title)

(Description of goods/services)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP/RFQ specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

ATTORNEYS

1. Township Attorney:

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Township Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least five (5) years' experience representing municipal corporations, local government boards, or authorities, including, for example, planning boards or boards of adjustment, or municipal governing bodies. The Attorney's services shall include providing legal advice to the Township Committee, the Mayor, Administration and various departments of Colts Neck Township; be available for, but not necessarily limited, to attendance at weekly meetings of the Township Committee and for addressing the day-to-day legal issues confronting the municipality. The Attorney should be competent and skilled in the negotiation, review and drafting of contracts and the preparation of ordinances, resolutions and legal opinions. The Attorney should have knowledge of municipal law and real estate transactions as well as have experience in litigation involving municipalities including actions in lieu of prerogative writs, actions under New Jersey Tort Claims Act, civil rights claims against municipalities under state and federal law, employment practices claims against municipalities under state and federal law, municipal management labor experience including contract negotiations, arbitrations, and grievance hearings. The Attorney should have knowledge in relation to local redevelopment inclusive of but not limited to legal services in relation to the designation and establishment of areas in need of redevelopment; approval of redevelopment plans; negotiation and drafting of redevelopment agreements, PILOT programs and other related agreements and documents; pursuit of eminent domain.

2. Bond Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Bond Counsel should be an Attorney at law in good standing of the State of New Jersey with a minimum of ten (10) years' experience, concentrating in the area of public finance and listed in "The Bond Buyer's Municipal Market Place" book also known as the "Red Book" as a member concentrating in Public Finance as a Bond Counsel. Bond Counsel shall perform and provide legal advice with regard to the following activities: the preparation of Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Bond Anticipation, Special Emergency and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition, Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Township. Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and

attendance at any related meetings of the Board.

3. Alternate Bond Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

Alternate Bond Counsel should be an Attorney at law in good standing of the bar of the State of New Jersey with a minimum of ten (10) years' experience, concentrating in the area of public finance and listed in "The Bond Buyer's Municipal Market Place" book also known as the "Red Book" as a member concentrating in Public Finance as a Bond Counsel. The Alternate Bond Counsel shall perform and provide legal advice on an as needed basis with regard to the following activities: the preparation of Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Bond Anticipation, Special Emergency and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition, Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Township. Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

4. Labor Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The successful candidates will be expected to provide legal services in the subject area in an efficient, timely and professional manner with no outsourcing. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.

The Attorney should have at least ten (10) years of experience representing public entities in management side legal and labor relations issues including, negotiation of collective bargaining agreements and individual contracts, grievances, preparation and filing of disciplinary charges, trial of contested disciplinary matters and rendering of advice to department heads and personnel/human resource officials concerning employment related matters.

The Labor Attorney shall be responsible for all labor and employment matters in the Township. These matters include labor negotiations, fact-finding interest arbitration, arbitrations, labor and employment counseling, PERC proceedings, disciplinary hearings and employment litigation. The Labor Attorney must be available for consultation on a daily basis and shall deal directly with the Township Administrator and/or Township Attorney.

5. Affordable Housing Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The successful candidates will be expected to provide legal services in the subject area in an efficient, timely and professional manner with no outsourcing. The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. The Affordable Housing Attorney is retained for appearances, negotiations, drafting of pleadings, attendance at strategy meetings and all other Affordable Housing matters as directed by the Township.

6. Zoning Board Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Zoning Board Attorney shall be an attorney at law of New Jersey. The Zoning Board Attorney shall be retained to provide all legal counsel to the Zoning Board and to serve as legal advisor on all matters of the Zoning Board of Adjustment's business. The Zoning Board Attorney shall attend all regular and special Zoning Board meetings, which shall include routine phone calls with staff. The Zoning Board Attorney shall represent or advise the Zoning Board on any matter in which the Zoning Board may have a present or future interest. The Zoning Board Attorney shall advise the Board as to the form and sufficiency of Board resolutions and other Board actions prior to their occurrence; review and approve contracts, plans, deeds, documents and other instruments prior to the execution thereof by or on behalf of the Board; conduct such appeals, litigation or administrative proceeding judgments effecting any interest of the board; subject to the approval of the Board, have the power to enter into any agreement, compromise or settlement of any litigation in which the Board is involved; render opinions orally or in writing upon any question of law submitted to him by the Board with respect to their official powers and duties; maintain a record all actions, suits, proceedings and matter which relate to the Board's interest and report thereon from time to time to the Board as they may require; and have such other and different functions, powers and duties as may be provided by Resolution, State statutes or administrative regulations.

7. Planning Board Counsel

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Planning Board Attorney shall be an attorney at law of New Jersey. The Planning Board Attorney shall attend all regular and special Planning Board meetings, which shall include routine phone calls with staff. The Planning Board shall prepare and defend all litigation affecting the Planning Board or any member of it, which is the result of decisions made on applications or in the normal performance of their official duties pursuant to the Municipal Land Use Law. The Planning Board Attorney shall provide legal advice, research and assistance on any other special matters, which the Planning Board may require to be addressed by the attorney. The Planning Board Attorney shall draft all legal documents as may be required including preparation of documents, Developers Agreements, and review of deeds, covenants, easements, etc. The Planning Board Attorney shall represent or advise the Planning Board on any matter in which the Planning Board may have a present or future interest. The Planning Board Attorney shall conduct such appeals, litigation or administrative proceeding judgments effecting any interest of the board; subject to the approval of the Board, have the power to enter into any agreement, compromise or settlement of any litigation in which the Board is involved; render opinions orally or in writing upon any question of law submitted to him by the Board with respect to their official powers and duties; maintain a record all actions, suits, proceedings and matter which relate to the Board's interest and report thereon from time to time to the Board as they may require; and have such other and different functions, powers and duties as may be provided by Resolution, State statutes or administrative regulations.

ENGINEER

1. Township Engineer

REVIEW AND AWARD Proposals to act as the Township Engineer and Special Project Engineers will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Township Engineer shall be a New Jersey licensed professional engineer. Although not mandatory, it is preferable that the engineer possess a Municipal Engineer's Certificate. The Township Engineer shall attend meetings of the Township (if required) and to provide general engineering advice. When directed, the Township Engineer shall provide services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance to applicable Township requirements and needs, municipal ordinances, if applicable, and to the general requirements of design practice. The Township Engineer shall perform administrative and professional engineering work in the investigation, design, construction and maintenance of water, sewer and other projects, as authorized. The Township Engineer shall supervise or perform such surveys of either a topographical, property line or construction nature as may be required. Prepare such plans, sketches, and blueprints as may be required. Maintain water, sewer, tax and other maps. When directed, the Township Engineer shall provide services necessary to observe, assess conformity to statutory or other ordinance requirements and report upon the installation of site improvements and subdivision public improvements in connection with Township or other site developments. When requested, the Township Engineer shall provide technical advice to other Township members, officials and agents concerning their review of such documents.

PLANNERS

1. Affordable Housing Planner

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Affordable Housing Planner shall be a New Jersey licensed professional planner. The Affordable Housing Planner shall prepare the Colts Neck Township Housing Element and Fair Share Plan and its amendments and assist the Township Attorney and Affordable Housing Attorney in any litigation or mediation matters involving the Courts and Council on Affordable Housing.

2. Affordable Housing Consultant

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Township is seeking an experienced consultant to serve as its Affordable Housing Consultant as defined by N.J.A.C. 5:80-26.1 et seq. (Uniform Housing Affordability Controls). The primary responsibility of the Affordable Housing Consultant is to ensure that all restricted units are sold and rented, as applicable, to low and moderate income households, implement the Housing Rehabilitation and Affordability Assistance Programs, and assist with the development of the Township's Affordable Housing Trust Fund Spending Plan.

COURT

1. Prosecutor

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Township, and shall conduct the prosecution of such cases on those days and times designated by the Township and the Municipal Court, except such crimes and offenses as it may be the duty of the county or state officer to prosecute.

2. Alternate/Conflict Prosecutor

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Alternate/Conflict Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Township, and shall conduct the prosecution if and when the designated Municipal Prosecutor has a conflict of interest rendering him or her unable to prosecute the case, of such cases except such crimes and offenses as it may be the duty of the county or state officer to prosecute.

3. Public Defender

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Public Defender shall be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Township and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Township.

4. Conflict Public Defender

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Conflict/Alternate Public Defender shall be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Township and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Township when the designated Public Defender has a conflict of interest rendering him or her unable to defend the case.

OTHER

1. Animal Control

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The selected contractor will assist the Township in managing domestic and stray animal issues, including humane trapping, community education, and periodic training events, to ensure public safety and promote the humane treatment of animals. The Township invites responses from experienced, licensed, and insured service providers. The incumbent animal control officer responds to incidents in addition to responding to periodic calls and emails and attendance in court as necessary. The selected contractor will be responsible for responding to calls related to stray, injured, aggressive, or nuisance animals, providing trapping services - facilitating periodic training events for residents, as requested by the Township, and enforcing applicable federal, state, and local animal control regulations within Colts Neck Township.

The contractor will provide the following services:

Emergency Animal Response • Respond to urgent calls involving stray, injured, and/or dangerous animals within one (1) hour during normal business hours of operation. • Safely capture and transport animals as necessary.

Routine Animal Control Duties • Address nuisance animal complaints, including stray animals. • Investigate and resolve issues of animal cruelty or neglect in coordination with local authorities. • Impound and care for animals in accordance with applicable regulations.

Animal Trapping Services • Provide humane trapping for stray or nuisance animals, including both domestic and wildlife species. • Conduct trapping activities on Township properties as needed where wildlife or stray animals may require targeted intervention to ensure public and agricultural safety. • Promptly remove and transport trapped animals in accordance with standards, rules and regulations of the industry. • Ensure all trapping activities comply with applicable laws and humane practices. Provide humane traps (depending on the season and availability of traps).

Periodic Training and Community Education Events • Facilitate periodic training events, as requested by the Township, for residents on animal related topics, such as: • Proper handling of nuisance wildlife. • Responsible pet ownership. • Wildlife deterrent strategies and safety. • Conduct training events, as requested by the Township, to educate pet owners on dog park etiquette, off-leash safety, and proper management of interactions between dogs. • Develop educational materials to support outreach and training efforts.

Public Education and Outreach • Work proactively to educate residents on Township regulations, wildlife management, and pet care best practices. • Serve as a resource for questions and guidance related to animal control.

Record Keeping and Reporting • Maintain detailed records of all incidents, impoundments, trapping

activities, and resolutions. • Provide monthly reports to the Township on animal control activities and public outreach efforts.

Legal Compliance • Enforce all relevant federal, state, and local animal control laws and ordinances. • Appear in court or hearings as needed to support enforcement actions.

Pick-up of dead wildlife, excluding deer, on township roadways and township owned properties.

Assist the Health Department by ensuring proper protocols are followed after an incident (ie: domestic animal bite) to prevent/control the transmission of disease.

Pick-up specimens for suspected rabies (with approval from the Health Department), prepare paperwork and drop off specimen/paperwork at approved drop off sites for State lab testing.

The selected contractor will also need to include any extra fees that may be incurred by residents and/or the municipality over and above the “basic” services, as well as describing any community cat management requirements that may be involved with the professional service.

2. Municipal Auditor

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Auditor shall be a public accountant of the State of New Jersey and have the designation of Registered Municipal Accountant (RMA). The Auditor shall audit the books, accounts and financial transactions in accordance with generally accepted auditing standards. A synopsis shall be prepared for the Mayor, Governing Body, and other Township officials. The Auditor shall assist with the preparation of the municipal budget, to include attendance at committee, staff meetings and public hearings if requested. The Auditor shall assist with the preparation of the Annual Financial Statement and Annual Debt Statement.

3. Drug/Alcohol Testing

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The successful candidate must be a certified Breath Alcohol Technician to perform breathalyzer testing for alcohol; collection of Urine for Drug Screening (Onsite and Offsite); testing of Urine for designated substances using NIDA/SAMHSA Certified Laboratories; provide medical Review Officer Services; must have 24 hour availability, 7 days a week; provide expert testimony if required for disputed results;

provide Annual MIS Report; The Provider should have a secure website and/or fax for test result notification; follow Federal Guidelines, 49 CFR Parts 382 and 40 for retention of all test results; and administration of random list on monthly basis The Township would like both on-site and off-site pricing for the breathalyzer testing and the collection of urine. Primary consideration, however, will be given to on-site pricing. Employees of provider must meet all the Federally mandated training and certification requirements as well as perform all testing in accordance with Federal Guidelines, 49 CFR Parts 382 and 40. Services MUST be made available on a 24 hour, 7 days a week basis. Provider must have facilities located conveniently to the Colts Neck Township.

4. Financial Consultant/Bond Advisor

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

The Financial Consultant/Bond Advisor firm should be a Securities and Exchange commission (SEC) Registered Financial Advisor and must be independent in respect to Colts Neck Township. The firm should have extensive experience with TANS, BANs and Bonds for governmental clients, including the preparation of timetables and work schedules; preparation of preliminary and final official statements; attend meetings as requested; advice as to type of competitive sale as well as which bid service to use; provide analysis and support to enable entering the capital markets in a timely and cost efficient manner; provide information from comparable sales to ensure that the borrowing rates are consistent with other TANs, BANs and Bonds issues in the market; verify bids and provide bid summary; prepare final financial analysis; and assist Bond Counsel with the closing process for any TANs, BANs and Bonds

The Financial Consultant/Bond Advisor shall also advise and assist the Township with regard to financial consulting, including but not limited to: 1) meeting with the Governing Body as Redevelopment Authority as appropriate to provide advice, guidance, and understanding of various redevelopment proposals and issues related thereto; 2) consulting and reviewing with the Township's Chief Financial Officer, Township Attorney, Township Administrator, Township Engineer on a variety of issues related to any proposals, pro formas, timing issues, studies and financial information, estimates, development studies and proposals, projected impact on Township revenue; 3) review of redevelopment bonds, general obligation bonds, revenues related directly to the same and dedicated thereto; other obligations and bonds, short and long term revenue projections for matters related to the Township's redevelopment areas.

5. Visiting Nurse/Home Health Services

REVIEW AND AWARD Proposals will be evaluated by the Governing Body in accordance with the criteria set forth in this Request for Proposals and Qualifications. Award will be based upon selection and appointment of and by the Governing Body to be provided by resolution and adopted at a public meeting of the Township Committee.

SCOPE OF WORK

Colts Neck Township is seeking Public Health Nursing Services for residents within our community. The

Township Board of Health needs a qualified provider that can deliver Comprehensive Public Health Nursing Services, which are to be rendered in accordance with the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-1.1 et seq., in particular, N.J.A.C. 8:52-7.2 et seq. and Programmatic Guidelines for Best Practices Appendix-Public Health Nursing Services. The proposer needs to be certified as a Medicare provider under Title XVIII of the Social Security Act and as a Medicare provider under Title XIX of the Social Security Act.

These services will support the daily operation of the Health Department in protecting and promoting the health of Township residents through the prevention of disease, injury and disability.

Proposers responding to this RFP shall have experience, knowledge and qualifications in Public Health Nursing Services. The Proposer must maintain professional liability insurance and other appropriate insurance coverage covering acts of omission by personnel, with coverage at least one million dollars per incident, and three million dollars in the aggregate, and workers compensation insurance and unemployment compensation for personnel as statutorily required.

The Proposer is responsible for providing all necessary personnel and materials necessary to comply with applicable laws and regulations.

The specific extent and character of the nursing services to be performed shall be subject to the general control and approval of the Township Health Officer.

The Proposer is responsible for ensuring that all persons who perform services pursuant to this RFP are qualified and licensed to do so.

The Township reserves the right to request proof of licensure and reserves the right to investigate or otherwise qualify any persons performing services pursuant to this RFP.

The Proposer will provide the Health Department with detailed quarterly and annual reports regarding municipal statistics on homecare and community-based health services provided to our residents.

The Proposer will provide health promotion and public health services to our residents.

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 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. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the 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.**

FIRM NAME: _____

NAME: _____

TITLE: _____

SIGNATURE: _____

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

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

OR

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

OR

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

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

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

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

APPENDIX A

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

The contractor and the Colts Neck Township, NJ, (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. §12101* 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.

Name of Proposer: _____ Date: _____

(Person, Firm, or Corporation)

Signature and Title: _____

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 *<name of contracting unit>* 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 *<type of contracting unit>* to notify the *<type of contracting unit>* 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 *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

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

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

I, _____ of the _____
(city/town/township) in the County of _____ and the State of _____
being of full age and fully sworn according to law on my oath depose and
say that:

I am _____ an officer of the firm of _____ the bidder
making the Proposal for the above named work, and that I executed the said Proposal with full authority
to do so; that said bidder at the time of making this bid is not included on the State of New Jersey,
Treasurer's List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in
said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Colts
Neck Township, as the Owner, relies upon the truth of the statements contained in said Proposal and in
the statements contained in the affidavit in awarding the contract for said work.

The undersigned further warrants that should the name making this bid appear on the State Treasurer's
List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this
Contract including the Guarantee Period, that the Local Governing Unit shall be immediately so notified
by the signatory of the Eligibility Affidavit.

The undersigned understands that the firm making the bid Contractor is subject to disbarment, suspension
and/or disqualification in contracting with the State of New Jersey, if the Contractor pursuant to NJAC
7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and
regulation.

Contractor

Name and Title of Affiant

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

(Notary Signature)

Notary Public of _____

My Commission Expires _____.

NON-COLLUSION AFFIDAVIT

State of New Jersey

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
(title of bid proposal)

full authority 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 _____

_____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

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 _____.

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____

Bidder/Officer: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. **Failure to provide such will result in the proposal being rendered as non-responsive** and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Officer _____
Description of Activities _____
Duration of Engagement _____ Anticipated Cessation Date _____
Bidder/Officer Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 State of New Jersey 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 State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

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") 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

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).

COLTS NECK TOWNSHIP

THESE ARE **SAMPLES** OF THE **ONLY** TWO ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES

PREFER SUBMITTED WITH RFP RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR	
TAXPAYER NAME:	TRAIL BLAZER
TAX REGISTRATION TEST ACCOUNT	CL1 - 11111111111111111111
TAXPAYER IDENTIFICATION:	SEQUENCE NUMBER
970-097-3821/500	01071
ADDRESS:	ISSUANCE DATE:
847 ROEBLING AVE TRENTON, NJ 08611	07/14/04
VE DA	
Q1111	
01111	

John S. Tully
Act. Director

This Certificate is NOT a guarantee or transferable. It must be surrendered upon completion of the above address.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

SAMPLE CERTIFICATE 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

Colts Neck Township

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____



COLTS NECK TOWNSHIP Vendor's Checklist (N.J.S.A. 40A:11-23.1.b, N.J.S.A. 40A:11-23.2.e)

Acknowledge Compliance

[] Two **signed contracts** stating length of contract ☐ _____
(January 1, 2026 – December 31, 2026) **and clearly stating proposed rate**

[] Affirmative Action Requirements	<input type="checkbox"/>	_____
[] Americans with Disabilities Act	<input type="checkbox"/>	_____
[] NJ Business Registration	<input type="checkbox"/>	_____
[] Statement of Ownership Disclosure	<input type="checkbox"/>	_____
[] W9	<input type="checkbox"/>	_____
[] Disclosures of Investment Activities	<input type="checkbox"/>	_____
[] Non-collusion Affidavit	<input type="checkbox"/>	_____
[] State of NJ Debarred List Affidavit	<input type="checkbox"/>	_____