

BOARD OF FIRE COMMISSIONERS WOODBRIDGE TOWNSHIP
FIRE DISTRICT #9
PUBLIC NOTICE FOR THE SOLICITATION OF
QUALIFICATIONS
FOR GENERAL COUNSEL SERVICES
FOR APPOINTMENT FROM JANUARY 1, 2023 THROUGH
DECEMBER 31, 2023

Notice is hereby given that the Board of Fire Commissioners, Woodbridge Township, District #9 Iselin, NJ (the "Board") will be seeking qualifications, for the provision of General Counsel services for the 2023 year. The qualifications are being sought as part of a fair and open process being undertaken by the Board pursuant to N.J.S.A. 19:44A-20.4 et seq.

Responses to provide the service will be received by the Board of Fire Commissioners, Woodbridge Township District #9 (Board) at their office, 1222 Green Street, Iselin, New Jersey 08830 until **10:30 a.m., prevailing time, on Thursday February 2, 2023**, at which time and place the responses will be publicly opened and the name of the responders, shall be read aloud.

Standardized submission requirements are available at the offices of the Board, 1222 Green Street, Iselin, New Jersey 08830, on and after **Thursday, December 22, 2022**, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday excluding holidays, and on the Board website at <http://www.Iselinfire.com>.

Individuals and/or firms obtaining copies from the website are responsible for monitoring the website for the issuance of any addenda.

Qualified responders 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 et seq., (Contract Compliance and Equal Employment Opportunities in Public Contracts); N.J.S.A. 52:25-24.2 , Disclosure of Interests; N.J.S.A. 52:32-44, State Contractor Business Registration Program; and P.L. 2012, C.25, Disclosure of Investment Activities in Iran, all as amended and supplemented.

The Board reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

INDIVIDUALS AND/OR FIRMS ARE TO SUBMIT ORIGINAL AND TWO (2) COPIES OF THEIR RESPONSE AND SHALL TITLE THE RFQ AS INDICATED ABOVE.

All RFQs shall be made on forms furnished and shall be enclosed in a sealed envelope marked on the outside with "QUALIFICATIONS FOR GENERAL COUNSEL SERVICES ENCLOSED," and directed to the attention of William F. Kenney, Jr. Business Administrator, Board of Fire Commissioners, Woodbridge Township District #9, 1222 Green Street, Iselin, New Jersey 08830. The name of the Responder, Responder's address and the date of the RFQ opening shall be plainly marked on the outside of the envelope and shall be submitted no later than 10:30 a.m. on **Thursday February 2, 2023**. Questions concerning this notice may be directed to William F. Kenney, Jr. Business Administrator.

RFQ Documents may be examined at the office of the Board of Fire Commissioners, Woodbridge Township District #9, 1222 Green Street, Iselin, New Jersey 08830. Copies of the RFQ may be examined and obtained at the office of the Board of Fire Commissioners, Woodbridge Township District #9, 1222 Green Street, Iselin, New Jersey 08830 on or after **Thursday, December 22, 2022** between 9:00 a.m. and 5:00 p.m. Copies of the RFQ documents are also available on the Board website at <http://www.Iselinfire.com>.

Responders obtaining copies on the website or in person are responsible for monitoring the website for the issuance of any addenda.

Each Responder must complete and sign all applicable documents which must accompany the RFQ and submit these with the RFQ in order to be eligible for consideration for award of a contract.

Qualified Responders 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 et seq., (Contract Compliance and Equal Employment Opportunities in Public Contracts); N.J.S.A. 52:25-24.2 , Disclosure of Interests; N.J.S.A. 52:32-44, State Contractor Business Registration Program; and P.L. 2012, C.25, Disclosure of Investment Activities in Iran, all as amended and supplemented.

The Board reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

Michael Rudy, Acting Chairman
Board of Fire Commissioners,
Woodbridge Fire District #9

William F. Kenney, Jr., Business Administrator

GENERAL CONDITIONS

.1 BACKGROUND INFORMATION

The Board of Fire Commissioners Woodbridge Township District #9, Iselin, New Jersey (hereinafter referred to as "BOARD") is interested in procuring General Counsel professional services, (the "SERVICES") for the operations of the Board for the 2023 year. The specific description of the Services and the specific responsibilities are detailed under Section 3 herein.

Qualifications are being sought from individuals/firms ("RESPONDERS" or "PROVIDERS") for the Service as part of a fair and open process being undertaken by the Board pursuant to N.J.S.A. 19:44A-20.4 et seq.

.2 RECEIPT AND OPENING OF QUALIFICATIONS

The Board invites the submission of qualifications and proposals, as applicable. Responses will be received at the time and place set forth in the public notice.

Qualifications submitted shall address the following:

- Individuals Performing Tasks. The names and roles of the individuals who will perform the tasks and description of their education and experience.
- Past Performance. Documented past performance.
- Description of Abilities. Description of ability to provide the Services in a timely manner.
- Minimum Threshold Criteria. Submissions shall address the Provider's ability to meet the minimum threshold criteria.

The criteria to be implemented in review of the responses and/or proposals shall include the following:

- a) the background, qualifications and experience of the Provider and staff;
- b) the degree of expertise concerning the area at issue;
- c) the Board's prior experience with the Provider;
- d) the Provider's familiarity with the services and the requirements;
- e) the Provider's capacity to meet the needs of the services by its own staff;
- f) the Provider's understanding of the scope of the work and objectives;
- g) the Provider's meeting of the minimum threshold criteria; and
- h) the rate, rates or amounts to be charged, as and if applicable

3 SCOPE OF WORK

The furnishing and delivering of the Services (hereinafter also referred to as the "Work") under this Contract embraces the furnishing of all labor, materials, equipment, supplies, supervision, administration, scheduling, and all things necessary to supply the Services.

LEGAL COUNSEL - GENERAL OPERATIONS. The Board requires general legal counsel for all of its operations. The duties include representation of the Board in all of its operations, including but not limited to, general administrative preparation and review of contracts and resolutions, preparation and/or review of procurement documents, the provision of opinions for Board legal matters and such other assistance as may be requested by the Board from time to time. The Provider shall meet the following minimum criteria:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Representation and experience with governmental entities and laws applicable to governmental entities and/or fire districts for a minimum of five (5) years;
- c) Experience with fire districts and laws and regulations applicable to the operation of same;
- d) Have a multi-disciplinary law practice in the area of civil matters for a minimum of five (5) years; and

The Board anticipates award of a contract to one attorney/firm. A schedule of rates for the Services shall be submitted with the response.

.4 PREPARATION AND AWARD OF CONTRACT

Individuals/firms shall submit their qualifications by the time and place indicated in the Notice.

Each response shall be delivered to the Board with an original and two (2) copies of the entire cover to cover submittal in a sealed opaque envelope bearing on the outside the name of the individual/firm Provider, his/her address, and the name of the Service for which the response is submitted. The Service must be clearly marked, for example, "General Counsel Services to the Board".

If forwarded by mail, the envelope containing the submission must be enclosed in another envelope. The outer mailing envelope shall be addressed to the Board of Fire Commissioners, Woodbridge Township District #9, 1222 Green Street, Iselin, New Jersey 08830, ATTN: Business Administrator. The outer mailing envelope shall be clearly marked with the specific Service for which the response is submitted. The Board shall not be responsible for nor be required to grant relief from non-delivery or late delivery of responses forwarded by mail or third-party messenger/delivery services.

The Board reserves the right to waive any informalities and to reject any and all responses. Any response may be withdrawn by properly notarized written request served to the Business Administrator, prior to the time of opening submissions.

.5 ASSIGNMENT

The Provider shall not assign, transfer, convey or otherwise dispose of the Contract, or its rights, title or interest in or to the Contract or any part thereof without the prior written consent of the Board as evidenced and memorialized in a resolution authorizing such assignment or transfer attached to each copy of the Contract. The Provider shall not assign, by power of attorney or

otherwise, any of the monies to become due and payable under the Contract unless with the prior written consent of the Board evidenced by and memorialized in a written resolution of consent. If the Provider assigns, transfers, conveys or otherwise disposes of the Contract in whole or in part or of its right, title or interest therein without the prior written consent of the Board or any of the monies to become due under the Contract, to any person, firm, or corporation, then the Board may, at its option, revoke the Contract and thereupon the Board shall be relieved and discharged from any and all liability and obligations growing out of the Contract; provided that nothing herein contained shall be construed to hinder, prevent or affect the assignment for the benefit of the Provider's creditors made pursuant to the statutes of the State of New Jersey.

.6 QUALIFICATION

The Board may make such investigations as it deems necessary to determine the ability of the Provider to perform the Services and the Provider shall furnish to the Board all information and data for this purpose as the Board may request. The Board reserves the right to reject any response if the evidence submitted by or investigation of such Provider fails to satisfy the Board that such Provider is properly qualified to carry out the obligations of the Contract and to perform the Services.

.7 APPLICABLE LAWS

The Provider's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances and rules and regulations of all authorities having jurisdiction over the Services shall apply to the Contract throughout the term of the Services, and they shall be deemed to be included in the Contract the same as though herein written out in full.

.8 AFFIRMATIVE ACTION REQUIREMENTS

Each selected Provider shall be required to comply with the provisions of New Jersey Department of Treasury, Affirmative Action Requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

.9 AWARD OF CONTRACT

The Board reserves the right to reject any or all responses or to waive any material defect or informality in any response and to suspend or abandon this process at any time or from time to time.

.10 GOVERNING LAW

New Jersey law will govern the interpretation of the General Conditions. Provider consents to venue and jurisdiction in the State of New Jersey.

.11 PARTIAL INVALIDITY

In the event any provision of the General Conditions shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

.12 STATE SALES TAX EXEMPTION

The Board is an organization exempt from the New Jersey State Sales and Use Tax Act, N.J.S.A. 54:32B-1 et seq., in accordance with Section 9 of the Act, N.J.S.A. 54:32B-9(a)(1).

.13 LABOR

The Provider shall and will be required to conform to the Labor Law of the State of New Jersey and the various acts Amendatory and Supplemental thereto, as applicable, and in accordance with the New Jersey Department of Labor and Industry Prevailing Wage Rate Determination. The rate of wages for all laborers employed by the Provider shall not be less than the prevailing wage rate so established for work to be performed under the terms of the Contract and a copy of the Determination of the Wage and Hour Bureau or other documents specifying the prevailing wages is considered as incorporated by reference as a part of the Contract.

.14 BUSINESS REGISTRATION

The Provider shall comply with N.J.S.A 52:32-44. Provider shall be registered and shall provide proof of registration no later than at the time of qualification.

.15 SELECTION PROCESS

The qualification criteria is set forth in Section .2. The responses will be reviewed by the committee(s). This committee(s) and weighting of the criteria shall be disclosed at the time of the response/proposal opening. The committee(s) will recommend to the Board qualification of vendor(s) and award of contract(s). The Board thereafter may adopt a resolution accepting the recommendations of the committees. Vendor(s) awarded contracts by the Board may be required to sign contracts in a form directed by the Board. Vendor(s) may also be required to provide the Board with proof of insurance with coverages required by the Board.

.16 RECORD RETENTION

Vendors awarded contracts will be required to maintain all documentation related to products, transactions or services under the contract for a period of seven (7) years from the date of final payment. Such records shall be made available to the Office of the New Jersey State Comptroller upon request.

.17 AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The Contractor and the Board of Fire Commissioners Woodbridge Township District #9 ("BOARD") do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "ADA") (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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BOARD 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 BOARD in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the BOARD, 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 BOARD grievance procedure, the Contractor agrees to abide by any decision of the BOARD which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOARD or if the BOARD 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 BOARD 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 BOARD or any of its members, agents, servants, and employees, the BOARD shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the BOARD or its representatives.

It is expressly agreed and understood that any approval by the BOARD 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 BOARD pursuant to this paragraph.

It is further agreed and understood that the BOARD 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 BOARD from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

.18 DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION
LAW ENFORCEMENT COMMISSION (ELEC)

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

FORM 1

AFFIRMATIVE ACTION REQUIREMENTS

AFFIRMATIVE ACTION REQUIREMENTS/EQUAL EMPLOYMENT OPPORTUNITY

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

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

b. 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;

c. The contractor or subcontractor will send to each labor union with which it has a collective bargaining agreement, a notice, to be provided by the Public Agency Compliance Officer advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

d. 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.

e. The contractor or subcontractor agrees to make good faith efforts to meet targeted County employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

g. 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;

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

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

- a. Letter of Federal Affirmative Action Plan Approval;
- b. Certificate of Employee Information Report; or
- c. Employee Information Report Form AA 302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

The contractor and subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunities Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations and the BOARD shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 290 TRENTON, NEW JERSEY 08645-0290

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company . | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to Question 3, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein.*

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| 4. For each of the corporations, partnerships, or limited liability companies identified above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to Question 4, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.*

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.*

* Attach additional sheets if necessary

FORM 3

NON-COLLUSION

AFFIDAVIT

STATE OF _____ :
ss:
COUNTY OF _____ :

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

I am _____ of the firm of _____, the proposer making the submission, and that I executed the said submission with full authority to do so; that said proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive competition in connection with the submission; and that all statements contained in said submission and in this Affidavit are true, correct, and made with full knowledge that the Board relies upon the truth of the statements contained in said submission and in the statements contained in the Affidavit in awarding the Contract for the said submission.

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

(Name of Proposer)

(Name of Proposer)

By _____

(Type or print name of affiant)

Subscribed and Sworn

to before me this

_____ day of _____ 20__

Notary Public of _____

Commission Expires _____

FORM 4

BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, the Board of Fire Commissioners Woodbridge Township District #9 (BOARD) 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 Board of Fire Commissioners Woodbridge Township District #9 (BOARD) 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 BOARD 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 BOARD 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 NJ-REG 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 BOARD 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.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

ATTACH A COPY OF YOUR BUSINESS REGISTRATION CERTIFICATE.

(The Business Registration Certificate issued by the State of New Jersey Department of the Treasury is the only acceptable form of submission.)



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR/BIDDER NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25list.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____

Duration of Engagement _____
Anticipated Cessation Date _____
Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

BOARD OF FIRE COMMISSIONERS WOODBRIDGE TOWNSHIP DISTRICT #9

CHECKLIST

PROFESSIONAL SERVICE TITLE:

Please fill in the appropriate title in the space above.

SUBMISSION DATE: February 2, 2023 AT 10:30 A.M.

The following items shall be provided with the receipt of sealed submissions:

- Qualifications Submission X
(Please describe individual's/firm's qualifications)
- Cost Proposal (as applicable) X

Reminder:

Please submit one (1) original and two (2) additional sets of the sealed submission

- Affirmative Action Requirements - Form 1..... X
- Statement of Ownership Disclosure - Form 2..... X
- Non-Collusion Affidavit - Form 3..... X
- Copy of your Business Registration Certificate as issued by the State of New Jersey,
Department of Treasury, Division of Revenue - Form 4..... X
- Disclosure of Investment Activities in Iran - Form 5..... X