

**GENERAL INFORMATION AND SPECIFICATIONS FOR VENDORS SUBMITTING
QUALIFICATIONS AND PROPOSALS FOR 2024 CONTRACT FOR POSITION OF
SPECIAL PROJECTS PLANNER**

- I. Invitation to Submit Qualifications and Proposal.** The Borough of Stone Harbor is requesting qualifications and proposals from individuals and/or firms for the following contract for the year 2024: Special Projects Planner. The qualifications and proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before April 24, 2024 and may be submitted either by mail or in person by the vendor or his agent. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked “Qualifications and Proposal for 2024 Special Projects Planner Contract” and the envelope also shall have plainly marked on it the name and address of the vendor.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Stone Harbor Borough Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Borough Clerk, Borough of Stone Harbor, 9508 Second Ave., Stone Harbor, New Jersey 08247, either by mail or in person by the vendor or his agent on or prior to April 24, 2024 at 10:00 a.m., prevailing time. The Borough Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description; Qualifications; Proposal.**
- a. **Contract Description. Description.** From time to time the Borough of Stone Harbor has the need for planning services on an “as-needed” basis, as designated by the Borough, in connection with various municipal projects that Borough Council designates as special projects for which the planning services are to be performed by a planner other than the regularly appointed Planning Board Planner. For such special projects the planner may be required to perform services that include, but are not necessarily limited to, the following:
 - i. Assisting the Borough of Stone Harbor in current planning activities and advising and assisting the elected and appointed officials in the development and implementation of such policies and procedures as are necessary and proper for the development of land within the Borough of Stone Harbor in a manner that is consistent with and furthers the goals of the Borough’s Master Plan;
 - ii. Assisting the Borough of Stone Harbor in comprehensive planning

General Information and Specifications (continued)

activities, including conducting background research and data collection, formulating long-range land use plans and development policies, preparation of special planning studies and preparation of reports and plans;

- iii. Assisting the Borough of Stone Harbor in neighborhood planning and preservation activities, including conducting background research and data collection, preparation of preservation plans and strategies, coordinating with Community Development Block Grant (“CDBG”) programs and serving as liaison to neighborhood groups and citizens;
 - iv. Preparation of maps, drawings and other graphics including making property site and field visits, preparation of property site plans, zoning plans and sketches in GIS and other planning-related software;
 - v. Providing litigation support to the Borough and its attorney(s) in the nature of expert witness services in state or federal court cases where the Borough is a party and the services of a licensed professional planner is deemed advisable or necessary by Borough officials; and
 - vi. Providing a comprehensive review of all Zoning codes to ensure there are no contradictory codes as well as to the practicality of the codes and make recommendations to revisions of said Code.
 - vii. Provide expert witness testimony at Planning and Zoning Board hearings to represent the best interest of the Borough, as needed.
- b. **Qualifications.** The contractor shall possess all required State of New Jersey licenses or certifications.
- c. **Proposal.** The resumes or *curricula vitae* of all individuals who will perform services under the contract on behalf of the Borough of Stone Harbor shall be submitted with the vendor’s proposal.

The vendor’s proposal shall clearly set forth the proposed financial compensation to be paid to the vendor under the contract.

A PROPOSED CONTRACT SHALL BE SUBMITTED WITH THE VENDOR’S PROPOSAL. THE BOROUGH RESERVES THE RIGHT TO AUTOMATICALLY REJECT ANY PROPOSAL

THAT FAILS TO COMPLY WITH THIS REQUIREMENT.

V. Selection Process & Award of Contract. Upon receipt of qualifications and proposals, the Borough Clerk will transmit copies of each proposal to a review committee that consists of the Administration and Finance Standing Committee of Council and the Borough Administrator. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation of the vendor in the field that is the subject matter of the contract;
- b. Knowledge of the Borough of Stone Harbor, issues that are unique to Stone Harbor and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Borough of Stone Harbor or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Borough of Stone Harbor.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the full Borough Council which may award the subject contract at the Borough's next available Council Session by resolution.

VI. Obligation of Vendor. At the time of receipt of proposals, each vendor will be presumed to have read and to be thoroughly familiar with the contents of the Notice of Availability of Requests for Qualifications and Proposals that has been posted on the Borough of Stone Harbor website and with the contents of this document. The failure or omission of any vendor to receive or examine either document shall in no way relieve any vendor from any obligation with respect to the proposal submitted.

VII. Investigation of Qualifications. The Borough of Stone Harbor will make such investigations as it deems necessary to determine the responsibility of the vendor and the vendor shall furnish the Borough of Stone Harbor all such information as may be requested by the Borough of Stone Harbor notwithstanding the fact that the release of such information to the Borough of Stone Harbor may result in the disqualification of the vendor and the proposal submitted. The Borough of Stone Harbor reserves the right to reject any proposal if the evidence submitted by, or the investigation of, the vendor fails to satisfy the Borough of Stone Harbor that such prospective contractor properly is

General Information and Specifications (continued)

qualified to carry out the obligations of the contract for the work as provided and as described in this document.

VIII. Signing of Proposal Documentation. The qualification and proposal documentation that is submitted by the vendor shall be signed by the individual or on behalf of the entity bound by the contract.

IX. New Jersey Business Registration Certificate; Ownership Disclosure Statement; Disclosure of Investment Activities in Iran.

- a. **New Jersey Business Registration Certificate.** Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Under the provisions of N.J.S.A. 52:32-44b(1), contractors shall provide the Borough of Stone Harbor a copy of their New Jersey Business Registration Certification prior to award of a contract by Borough Council. Therefore, it is strongly recommended that vendors include with their proposal a copy of their New Jersey Business Registration Certificate at the time that their proposal is submitted to the Borough.
- b. **Ownership Disclosure Statement.** Vendors are required to comply with the requirements of the Public Law, 1975, C.127 N.J.S.A. 34:11-56, 25 et. seq. as amended in Chapter 64 of the Laws of 1974 and P.L. 1977 Ch. 33, N.J.S.A. 52:25-24.2 which requires a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class, or of all individual partners in the partnership who own 10% or greater interest therein, as the case may be. For the purpose of this requirement, a limited liability company will be deemed a partnership. An Ownership Disclosure Statement is annexed.
- c. **Disclosure of Investment Activities in Iran.** Vendors are required to comply with the requirements of P.L. 2012, c.25, P.L. 2022 c.3 and N.J.S.A. 40A:11-2.1 which require that any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with a local contracting unit must complete a certification attesting, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries or affiliates is not identified on a list created or maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran, Russia and Belarus. A Certification is annexed.

X. Miscellaneous.

- a. Nothing herein shall be construed as an obligation on the part of the Borough of

General Information and Specifications (continued)

Stone Harbor to award the subject contract under the fair and open procedures described above and the Borough of Stone Harbor, after review of qualifications and proposals that have been submitted, if deemed to be in the best interests of the Borough of Stone Harbor, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et. seq.*

- b. All contracts awarded by the Borough of Stone Harbor shall be governed by and interpreted in accordance with the laws of the State of New Jersey.
- c. For additional information contact:

Manny Parada, P.E., Borough Administrator
Stone Harbor Borough Hall
9508 Second Avenue,
Stone Harbor, New Jersey, 08247

Telephone: 609-368-7311

Email: Paradam@shnj.org

XI. Proposal Documents Checklist. Vendors are required to submit all of the following documents:

- _____ Proposal in the form described above.
- _____ Ownership Disclosure Statement
- _____ Disclosure of Investment Activities
- _____ New Jersey Business Registration Certificate (prior to award of contract)
- _____ Resumes or curricula vitae of all individuals who will perform services under the contract
- _____ EEO/Affirmative Action Compliance Documents
- _____ NJ Anti-Discrimination Statement
- _____ Americans With Disabilities Act Statement
- _____ "Pay-To-Play" Disclosure
- _____ Non Collusion Affidavit
- _____ Insurance and Indemnification Forms
- _____ Proof of License including Professional Planners License
- _____ W-9 will be required of successful Consultant

Where a form is provided by the Borough of Stone Harbor with these Specifications, vendors are required to utilize the form supplied and

General Information and Specifications (continued)

substitutions will not be accepted. If more space is needed to complete any form that is supplied than has been provided in the form then extra pages are to be attached to the form for which extra space is needed.

Pursuant to the provisions of N.J.S.A. 52:32-44b(1), vendors shall provide to the Borough of Stone Harbor a copy of their New Jersey Business Registration Certificate to the Borough prior to award of a contract.

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 *Borough of Stone Harbor* 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 the *Borough of Stone Harbor* to notify the *Borough of Stone Harbor* 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 *Borough of Stone Harbor* to declare any contract(s) resulting from this certification void and unenforceable.

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

STANDARD BID DOCUMENT REFERENCE

Name of Form	COMBINED CERTIFICATION: PROHIBITED INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").</p>					

Prohibited Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS

<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)</i></p>
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CONTRACT AMENDMENTS AND EXTENSIONS

<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)</i></p>
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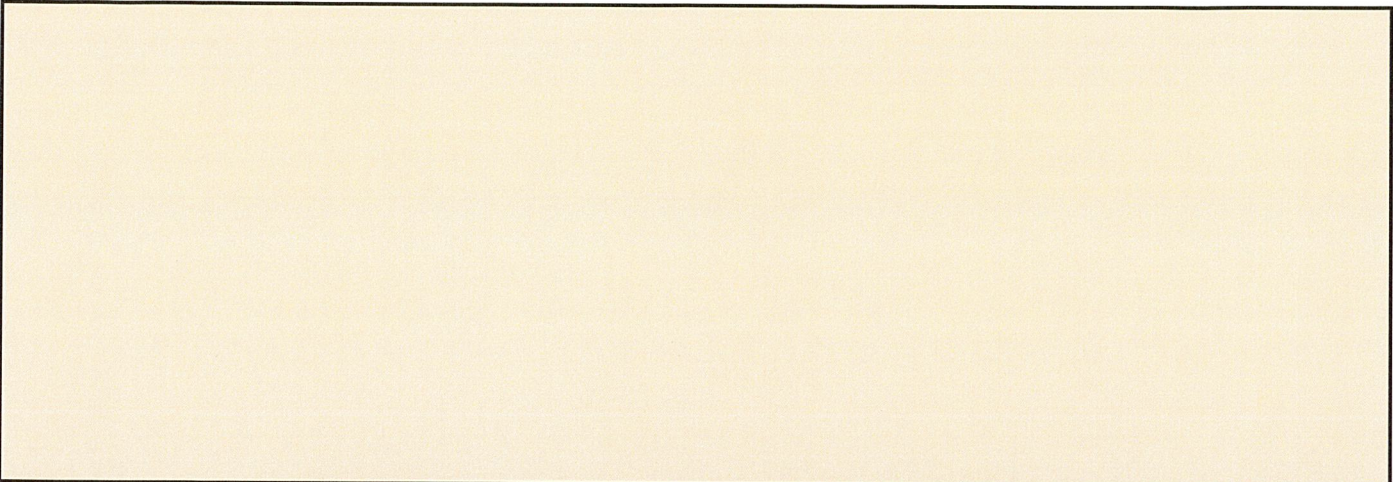
IF UNABLE TO CERTIFY

<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>
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Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

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



Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit 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. 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

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 full authority
(title of bid proposal)

to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies
(name of contracting unit)

upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by
_____.

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)

Borough of Stone Harbor
Statement of Assurances

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Borough of Stone Harbor, NJ of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process.

This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the Borough of Stone Harbor, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP).
- Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Borough of Stone Harbor.

- Understands that unresolved monies owed the Borough of Stone Harbor and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization : _____

Signature: _____
CEO or equivalent

Date _____

Typed Name and Title _____



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 0230
TRENTON, NEW JERSEY 08625-0230**

**VENDOR/BIDDER CERTIFICATION AND POLITICAL CONTRIBUTION DISCLOSURE FORM
PUBLIC LAW 2005, CHAPTER 271**

CONTRACT #: _____ **VENDOR/BIDDER:** _____

At least ten (10) days prior to entering into the above-referenced Contract, the Vendor/Bidder must complete this Certification and Political Contribution Disclosure Form in accordance with the directions below and submit it to the State contact for the referenced Contract.

NOTE that the disclosure requirements under Public Law 2005, Chapter 271 are separate and different from the disclosure requirements under Public Law 2005, Chapter 51 (formerly Executive Order 134). Although no Vendor/Bidder will be precluded from entering into a contract by any information submitted on this form, a Vendor's/Bidder's failure to fully, accurately and truthfully complete this form and submit it to the appropriate State agency may result in the imposition of fines by the New Jersey Election Law Enforcement Commission.

DISCLOSURE

The following is the required Vendor/Bidder Disclosure of all Reportable Contributions made in the twelve (12) months prior to and including the date of signing of this Certification and Disclosure to: (i) any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

The Vendor/Bidder is required to disclose Reportable Contributions by: the Vendor/Bidder itself; all persons or other business entities owning or controlling more than 10% of the profits of the Vendor/Bidder or more than 10% of the stock of the Vendor/Bidder, if the Vendor/Bidder is a corporation for profit; a spouse or child living with a natural person that is a Vendor/Bidder; all of the principals, partners, officers or directors of the Vendor/Contractor and all of their spouses; any subsidiaries directly or indirectly controlled by the Vendor/Bidder; and any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the Vendor/Bidder, other than a candidate committee, election fund, or political party committee.

"Reportable Contributions" are those contributions that are required to be reported by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c.83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-10.1 et seq. As of January 1, 2005, contributions in excess of \$300 during a reporting period are deemed "reportable."

Name and Address of Committee to which a Reportable Contribution was made	Date of Reportable Contribution	Amount of Reportable Contribution	Contributor's Name
<i>Indicate "NONE" if no Reportable Contribution was made.</i>			
		\$	
		\$	
		\$	
		\$	
<i>Attach additional sheets if necessary</i>			

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

BOROUGH OF STONE HARBOR
BID PROPOSAL FORM/SIGNATURE PAGE
PROFESSIONAL SERVICES – PROFESSIONAL PLANNER- 2024

TO THE BOROUGH OF STONE HARBOR:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the bid and agrees, if this bid is accepted, to furnish and deliver services per the following:

PROFESSIONAL SERVICES

FEE SCHEDULE SUBMITTED Yes No

(Corporation)

The undersigned is a (Partnership) under the laws of the State of _____
having its

(Individual)

Principal office at

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number

BOROUGH OF STONE HARBOR – PROFESSIONAL PLANNER

QUALIFICATIONS SUBMISSION FORM

- 1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:**

- 2. References and record of success of same or similar service:**

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

4. Cost details, including the hourly rates of each of the individuals who will perform services, including their title, level of expertise and years of experience, and all expenses:

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

BOROUGH OF STONE HARBOR

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

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

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

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

Trading As: _____ Telephone No.: _____

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

Name of Partners: _____

Firm Name: _____

Address: _____

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

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

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

State under whose laws

incorporated: _____

Location of principal
office: _____

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

Fax No.: _____ E-Mail: _____

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

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title:
Address:

