



TOWNSHIP OF BERKELEY HEIGHTS

REQUEST FOR QUALIFICATIONS FOR FINANCIAL ADVISORY SERVICES

Township of Berkeley Heights

Period of Qualifications

January 1, 2026, through December 31, 2026

SUBMISSION DEADLINE

**10:00 A.M.
NOVEMBER 25, 2025**

ADDRESS ALL PROPOSALS TO:

**TOWNSHIP OF BERKELEY HEIGHTS
ANGELA LAZZARI, TOWNSHIP CLERK
29 PARK AVENUE
BERKELEY HEIGHTS, NEW JERSEY 07922**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

TOWNSHIP OF BERKELEY HEIGHTS
29 PARK AVENUE
BERKELEY HEIGHTS, NJ 07922

CONTACT PERSON

ANGELA LAZZARI
908-464-2700 X 2220
ALAZZARI@BHTWP.COM

PURPOSE OF REQUEST

The Township of Berkeley Heights is requesting proposals from qualified individuals and firms to provide Financial Advisory Services. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF QUALIFICATIONS

January 1, 2026, through December 31, 2026

CONTRACT FORM

The successful proposer shall be required to execute the Township's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Township form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR FINANCIAL ADVISORY SERVICES

1. TOWNSHIP OF BERKELEY HEIGHTS FACTS AND FIGURES

The Township of Berkeley Heights is a municipal governmental entity. Berkeley Heights was originally incorporated as New Providence Township in 1809, in 1951 the name of the Township was changed to Berkeley Heights. The Township has been operating under a Mayor-Council-Administrator form of government under the Faulkner Act since 2007. The Township Council consists of six members. The Governing Body sets policy, adopts the operating and capital budgets for the Township, enacts ordinances and sets the direction of how the Township of Berkeley Heights will provide government services. The Mayor is the Township's chief executive officer and carries out the policies adopted by the Council.

The Township's population is approximately 13,407 and it consists of approximately 6 square miles of area. The Township employs approximately 138. It owns administration buildings, public works facilities, water treatment plant facilities, and parks and recreation facilities.

The Township has been ranked as one of the state's highest-income communities, with a median household income of \$177,219 based on data from The U.S. Census Bureau 2017-2021. Money magazine's 2013 Best Places to live rankings, Berkeley Heights was ranked 6th in the nation.

The Township's operating budget is approximately \$31,000,000. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

2. NATURE/ SCOPE OF SERVICES

The Township of Berkeley Heights is requesting proposals from qualified individuals and firms to provide Financial Advisory Services.

The Proposer will be required to perform, but not be limited to, the following Financial Advisory Services:

- a. Assist Township staff on matters regarding analysis of proposed capital projects and capital expenditure budgets;
- b. Review professional reports and feasibility studies to insure financing issues have been adequately addressed;
- c. Develop cash flow models to project the effects of various financing strategies for proposed projects or programs;

- d. Review and evaluate innovative financing and/or investment;
- e. Assist the Township staff regarding the Township's credit rating for both upgrading and/or maintaining the current credit ratings;
- f. Review financial impact on the Township and/or its agencies regarding the waste flow control;
- g. Assist Township staff regarding the issuance of debt and preparation of official statements and evaluation of proposals.
- h. Assist with bond arbitrage calculations.

3. **STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL**

Proposers should submit a technical proposal which contains the following:

- A.** The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B.** A copy of your Business Registration Certificate;
- C.** Proposer must have a minimum of ten (10) years of experience as a financial advisor and a minimum of five (5) years servicing the Township of Berkeley Heights or other governmental entities;
- D.** The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- E.** A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other Township governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Township may obtain references from any of the parties listed;

A description of all other areas of Financial Advisory services of the proposer, with emphasis on a description of those services of interest to a Township government client;

- F.** Provide examples of cost saving measures realized by your clients based upon your recommendations;
- G.** A statement that neither the firm nor any individuals assigned to this engagement are suspended or otherwise prohibited from professional practice by any federal, state, or

local agency; the person responsible for the account must have a current and valid New Jersey State license;

H. A statement that the proposer will comply with the General Terms and Conditions required by the Township and enter into the Township's standard Professional Services Contract;

I. All forms attached at the end of this document:

- Proposer Signature Page;
- Vendor References;
- Statement of Ownership Disclosure;
- Non-Collusion Affidavit;
- Affirmative Action Requirement;
- Completed Partnership Disclosure Statement;
- Affidavit of No Conflict of Interest;

J. Acknowledgment of Receipt of Addendum/Addenda (if applicable).

4. PROPOSAL EVALUATION – The Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Township will make the award(s) that is in the best interest of the Township.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted.

The Township reserves the right to:

- a) Not select any of the proposals;
- b) Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled".)
- c) Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal; every proposal should be valid through this time period.

The Township shall NOT be obligated to explain the results of the evaluation process to any proposer.

The Township may require proposers to demonstrate any services described in their proposal prior to award.

5. **PROPOSAL LIMITATIONS** - This RFQ is NOT intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFQ. The Township reserves the right at the Township's sole discretion to refuse any proposal submitted. This document is an RFQ and does not constitute an RFP. Furthermore, this document does not commit the Township to issue an RFP.

6. **USE OF INFORMATION** - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Township to the proposer in connection with this RFQ shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

7. **GENERAL TERMS AND CONDITIONS** –

- A. The Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- B. In case of failure by the successful proposer, the Township of Berkeley Heights may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2025, unless otherwise stated. However, the Township reserves the right to cancel any contract entered into upon thirty (30) days written notice to the contractor.
- F. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action

employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or 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 or handicap. 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time. Submissions received by the Township before the time of opening of submissions may be withdrawn upon written application of the professional service entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submission **may not** be withdrawn within twenty-four hours of the stipulated time of the opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days. This time period may be extended at the request of the Township.

- H.** By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will hold the Township harmless in any case of any such infringement.
- I.** No proposer shall influence, or attempt to influence, or cause to be influenced, any Township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

- J.** No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Council's decision shall be final and conclusive.
- L.** The Township of Berkeley Heights shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M.** The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

EVALUATION FACTORS

The Township evaluation committee will consider the following factors when reviewing RFQ responses:

- Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- Knowledge of the Township of Berkeley Heights and the subject matter to be addressed under this engagement
- Availability of sufficient personnel and other resources to provide the services required
- Relevance and extent of similar engagements performed
- Completeness of technical proposal
- Reasonableness of cost proposal

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

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

INITIAL BELOW

- | | |
|--|-------|
| A. An original and one (1) signed copy of your complete proposal | _____ |
| B. Authorized signatures on all forms | _____ |
| C. Business Registration Certificate(s) | _____ |
| D. Proposer Signature Page | _____ |
| E. Vendor References | _____ |
| F. Owners Disclosure Statement, properly notarized | _____ |
| G. Non-Collusion Affidavit properly notarized | _____ |
| H. Affirmative Action Statement | _____ |
| I. Partnership Disclosure Statement, properly notarized | _____ |
| J. Affidavit of No Conflict of Interest, properly notarized | _____ |
| K. Affidavit of Contribution Statement, properly notarized | _____ |
| L. Disclosure of Investment Activities in Iran | _____ |

Note: N.J.S.A. 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME) (TITLE)

PROPOSER SIGNATURE PAGE

1. If doing business under a **trade name, partnership** or a **sole proprietorship**, you must submit the proposal under **exact title** of the trade name, partnership, or proprietorship, and the proposal must be signed by either the **owner** or a **partner** and **witnessed** by a **notary public**.
2. If a **Corporation**, the proposal must be signed by the **President** or **Vice President** and **witnessed** by **Corporate Secretary**, (Corporate title must be exact) and **affix corporate seal**.
3. Other persons **authorized** by **Corporate Resolution** to execute agreements on its behalf may also sign the proposal documents (pages).
4. The Person who signs this proposal form **must also sign** the **Non-Collusion Affidavit**.
5. You **cannot** witness your own signature.

	_____ NAME OF PROPOSER
_____ SIGNATURE CORPORATE SECRETARY	_____ ADDRESS OF PROPOSER
_____ PRINT NAME AND TITLE CORPORATE SECRETARY	_____
	TELEPHONE: _____
	FAX: _____
AFFIX CORPORATE SEAL	EMAIL: _____
	BY: _____
	_____ SIGNATURE
	_____ DATE
	_____ PRINT OR TYPE NAME AND TITLE

WARNING: FAILURE TO FULLY, ACCURATELY, AND COMPLETELY SUPPLY THE INFORMATION REQUESTED ON THIS PAGE MAY RESULT IN THE REJECTION OF YOUR PROPOSAL AS NON-RESPONSIVE.

VENDOR REFERENCES

Proposer shall provide a list of current references, with contact names, email addresses, phone number and years servicing the entity, which the Township of Berkeley Heights may use in reference checking. Proposers should include a minimum of three to five references with their proposal.

For each reference please include the following information. Add additional pages if desired.

	ENTITY AND CONTACT NAME	EMAIL	TEL. NO.	YEARS SERVICING ENTITY
1				
2				
3				
4				
5				

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public

My Commission Expires: _____, 20____.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
TOWNSHIP OF BERKELEY HEIGHTS

ss:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE TOWNSHIP OF BERKELEY HEIGHTS RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDED THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A. 52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20_____.

(SIGNATURE)

(TYPE OR PRINT NAME OF AFFIANT)

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____, 20_____.

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to 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, affectional or sexual orientation 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 for the 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 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 Township employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township 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 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.

EXHIBIT A (Continued)

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

PARTNERSHIP DISCLOSURE STATEMENT

(To be submitted with proposal)

- (a) Is or was anyone in your firm or company a member of the Township Council within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes _____

No _____

Name

Position

Relationship

- (b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes _____

No _____

Name

Date

- (c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes _____

No _____

Name

Position

Term

Reason for censure:

- (d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes _____

No _____

Reason for Action:

- (e) Has any member of your firm ever been barred from doing business with any state, county or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes _____

No _____

Name

State, County or
Municipal Government

Date

- (f) Has your firm sued the Township of Berkeley Heights in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes _____

No _____

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20____.

(SIGNATURE)

(TYPE OR PRINT NAME OF AFFIANT)

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____, 20____.

State of New Jersey :
 : SS:
County of :

I, _____, the undersigned and _____
(Name) (Name of Office)
of the company/firm/agency named in the within proposal, do hereby swear to the following:

- (1) I have full authority to make the representations set forth in this Affidavit; and
- (2) I am unaware of any conflict of interest that could disqualify myself or my company/firm/agency should said company/firm/agency be selected among the list of approved vendors for the services and work by the Township of Berkeley Heights, and shall immediately notify said Township should one arise during the term of my contract.

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20_____.

(SIGNATURE)

(TYPE OR PRINT NAME OF AFFIANT)

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____, 20____.

**AFFIDAVIT OF
CONTRIBUTION STATEMENT**

(Chapter 2.138, §2.138.060 – Code of Township of Berkeley Heights)

I, _____ of the firm
_____ (business entity name), being of
full age, being duly sworn according to law on my oath depose and say that:
_____ (business entity name), has
submitted a bid, proposal, or otherwise seeks to provide professional services to the Township
of Berkeley Heights during the 2023 contract year. I hereby swear and affirm, under penalty of
perjury, that _____, Business entity (as
that term is defined in Chapter 2.138, § 2.138.020) is in full compliance with Chapter 2.138 –
“Awarding of Public Contracts” of the Code of the Township of Berkeley Heights.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the
foregoing statements made by me are willfully false, I am subject to punishment.

(Business Entity Name)

(Signature)

(Print or Type Name and Title)

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY
OF _____ 20____.

(SIGNATURE)

(TYPE OR PRINT NAME OF AFFIANT)

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____, 20_____.



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 _____

FAILURE TO SIGN BELOW WILL DISQUALIFY PROPOSER'S RESPONSE

To the best of my knowledge and belief, the information presented in this proposal is true and complete. I further acknowledge a continuing obligation to update the proposal if material discrepancies are discovered. Failure to do so may result in this proposal being disqualified from further consideration.

PROPOSER NAME: _____

AUTHORIZED
REPRESENTATIVE: _____

SIGNATURE: _____

DATE: _____