

**PUBLIC NOTICE**  
**NOTICE OF REQUEST FOR PROPOSALS**  
**COMPUTER & NETWORK MAINTENANCE**

**PLEASE TAKE NOTICE THAT THE BOROUGH OF HADDON HEIGHTS** will accept sealed bids for **Computer & Network Maintenance** on **Thursday, November 2, 2018 at 10:00 a.m.** Specifications can be obtained from the Borough Clerk, Kelly Santosusso, RMC, 625 Station Avenue, Haddon Heights, NJ 08035, (856) 547-7164, ext. 30. RFP specifications are also posted on the Borough of Haddon Heights website at <http://haddonhts.com/request-for-proposalsqualificationsquotes/>.

To be considered, proposals shall be in a sealed envelope bearing the name of the bidder and be clearly marked "**RFP for Computer & Network Maintenance**". Proposals should be submitted to the Borough of Haddon Heights, Attention: Borough Clerk, 625 Station Avenue, Haddon Heights, NJ 08035.

All bidders are required to comply with the requirements pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. (Affirmative Action)

Proposals will not be accepted after the time specified for submission; any proposals received after the time specified for submission will be deemed invalid and returned unopened to the sender.

If awarded a contract, the contractor will be required to comply with the requirements of P.L. 1975, c 127 (law against discrimination in public contracts)

This Notice of Request for Proposals is will be awarded through a fair and open process in accordance with N.J.S.A. 19:44a-20.5 et seq.

# **REQUEST FOR PROPOSALS**

## **General Information**

The Borough of Haddon Heights is located in Camden County; it has a population of 7,547 and comprises 1.6 square miles.

The scope of the work involves support services to the Borough, Police Department, Fire Department, and Service Operations computer networks located in various Borough buildings. The successful proposer must be licensed and registered to do business with governmental agencies in the State of New Jersey. The contract period will be for one (1) year from the date of execution of the contract with two (2) one year options to renew. This contract will be subject to the availability and appropriation of funds.

## **Technical Information**

The Borough has:

2 Dell T320

Approximately 40 workstations and laptops

Copiers

Scanners

Printers

Network Switches

Firewalls

Miscellaneous peripherals

## **Required Qualifications:**

To be eligible, the vendor must demonstrate expertise in the following areas:

Installation and support of, but not limited to:

- Microsoft Windows Server 2012
- Microsoft Exchange 2013
- Mapilab
- HyperV
- Desktop / Laptop computers running Microsoft Windows Win7 Pro.
- Virus Protection
- Edmunds proprietary software
- State of New Jersey Electronic Death Registration System or comparable system
- Microsoft Office 2010, 2013
- IBM 3270 Mainframe Emulation over WAN
- IBM 3270 printing session
- VPN including scripting
- Installation and support of MidAtlantic Great Lakes Organized Crime Network software or comparable system
- NCIC crime database connection
- LPR technology
- e-Ticketing Technology
- CDMA/GSM
- DVR equipment and related camera equipment in cars and premises
- Trunk modems and air cards
- Managed Network Systems
- Firehouse Software

All employees' assigned by the proposer to perform the contract must pass a criminal background check.

The proposer must conform to the New Jersey Attorney General's and FBI-CJIS guidelines for outside vendor with access to the National Crime Systems Networks.

The proposer must demonstrate knowledge of New Jersey Attorney General and FBI-CJIS security guidelines and requirements for CJIS and NCIC.

### **Scope of work**

1. **Initial Assessment** – With the assistance of Borough staff, compile an inventory of all information technology related assets, assess system assets and make recommendations for improved Borough IT system performance.
2. **Desktop Applications Support** – Perform basic support functions including installation of PC's laptops, desktops, printer's and software; diagnose and correct desktop application problems; configure laptops and desktops for standard applications; identify and correct hardware problems; perform advanced troubleshooting. The vendor shall assist designated Borough personnel with hardware and software purchases as needed.
3. **Server Administration Services** – Manage computer network and associated hardware, software, communications, and operating system necessary for the quality, security, performance, availability, recoverability and reliability of the system. Monitor server performance and capacity management services. Ensure scheduled preventative maintenance for equipment is properly performed; develop back-up plans and procedural documentation. Monitor back-up on a daily basis.

Confidentiality of information is vital. The selected vendor and their employees will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law. Following initial assessment and upon mutual agreement between the Borough and vendor, it may be determined that the Borough staff may assist the vendor in daily tasks such as new user set-up and maintenance, management of user logins and security, and monitoring of server performance.

4. **Network Administration Services** – Scope of activity includes all Borough network equipment including switches, firewalls, routers, and other security devices. The scope may also include primary installation and maintenance of printers, network copiers/scanners, etc. as deemed necessary.
5. **Security** – Maintenance of virus/malware detection and spam reduction programs on Borough servers, email and all other Borough computers and laptops. Perform security audits as requested and notify Borough personnel immediately of suspected breaches of security.

6. **Strategic Planning** – Provide technical leadership for server technology issues. Make recommendations for future purchasing and technology needs. Install new servers, software and hardware and transfer data when acquired.
7. **Administrator** – The Chief of Police or his designee shall be the Administrator of this contract due to the sensitive nature of the Borough's information.
8. **Additional Work** – No work beyond the scope of this contract shall be performed without a prepared quotation and council approval (Resolution) along with a Purchase Order detailing work to be performed. Emergency repairs will be handled as needed.

### **Content Requirements for Proposal**

Firms submitting a proposal are required to submit the following:

1. Statement of qualifications and experience of firm. This should include a minimum of three government accounts with contact names and telephone numbers as references.
2. Statement of qualifications and experience of person(s) who will be directly involved with the work and what specific responsibilities will be assigned to those individuals along with resumes.
3. Description of the proposer's approach and methods for complying with the required Scope of Work.
4. A quotation of a monthly fee for project personnel and proposed hours per month for regularly scheduled site visits in order to maintain the network and monitor its performance. This fee must include all labor costs for the maintenance of the Borough's network as indicated above. Materials and parts may be billed separately.
5. A copy of your New Jersey Business Registration
6. An executed Affirmative Action certification (copy enclosed)
7. Affidavit (copy enclosed)
8. Political Contribution report (copy enclosed)
9. Ownership information (copy enclosed)
10. Along with with any and all other forms included in the Bid Specification Documents
11. Certificate of Insurance shall be provided showing the type(s) of insurance coverage provided and coverage limits, awarded bidder must supply same naming the Borough of Haddon Heights as an additional insured.

**Proposal Submission Requirements**

One (1) original and two (2) copies of the sealed bid should be submitted by November 2, 2018 by 10:00 a.m. RFP's must be mailed or hand-delivered to:

Borough Clerk  
Borough of Haddon Heights  
625 Station Avenue  
Haddon Heights, NJ 08035

All quotations received by the date and time noted above will be publicly opened and the name of the bidder and pricing proposal will be announced.

## **Evaluation of Proposals**

The evaluation of submitted proposals will be based on the following criteria:

1. Experience of the firm with similar job sites.
2. Experience and qualifications of the individuals assigned to the Borough.
3. Responsiveness to the scope of work and proposed tasks:

The proposal should address all of the items in the scope of work and, how the firm proposes to address the various tasks to be undertaken for each item in the scope of work.

4. The monthly fee proposed which shall include all labor.
5. Review of references and performance experience.
6. Discount for parts and materials if not available by New Jersey State Contract.

## **Award of Contract**

Following a complete review of all proposals the Borough intends to award the contract for Computer and Network Maintenance to a vendor whose response, in the discretion of the Borough is most advantageous, with price and other factors to be considered, the award will be made by resolution at a duly advertised meeting of the governing body.

## **Right to Reject**

The Borough of Haddon Heights reserves the right to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.

## **Termination of Contract**

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a thirty (30) day written termination notice to the other party.

**RFP COST PROPOSAL**

**Year 1- 2019**

Monthly Fee – includes all labor costs

\$ \_\_\_\_\_

Written Amount: \_\_\_\_\_

**Year 2- 2020**

Monthly Fee – includes all labor costs

\$ \_\_\_\_\_

Written Amount: \_\_\_\_\_

**Year 3- 2021**

Monthly Fee – includes all labor costs

\$ \_\_\_\_\_

Written Amount: \_\_\_\_\_

Parts Discount \_\_\_\_\_

Material Discount \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## Borough of Haddon Heights

### PAY TO PLAY DOCUMENT CHECKLIST

<b>Required by Owner</b>	<b>Submission Requirement</b>	<b>Initial each required entry and if required submit the item</b>
<input type="checkbox"/>	Affirmative Action Regulations	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Political Contribution Disclosure Form	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Business Entity Disclosure Certification	
<input type="checkbox"/>	Disclosure Of Investment Activities In Iran	
<input type="checkbox"/>	Proof of New Jersey Business Registration	

(REVISED 4/10)  
**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A.10:5-31 et seq., N.J.A.C.17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will 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 nondiscrimination clause.

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

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting 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.

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 meet targeted county employment goals established in accordance with 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, 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.

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

applicable Federal law and applicable Federal court decisions.

In conforming with the 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:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the 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.**

**REQUIRED EVIDENCE  
AFFIRMATIVE ACTION REGULATIONS  
N.J.A.C. 10:5-31 and N.J.A.C.17:27.1-et seq.**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally- approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

**OR**

2. A photocopy of approved Certificate of Employee Information Report.

**OR**

3. An Employee information Report (Form AA302).
4. All successful construction contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE  
AFFIRMATIVE ACTION REGULATIONS OF N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1 et seq.**

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The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, please submit a copy of such approval**

2. Do you have a Certificate of Employee Information Report Approval?

YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, please submit a copy of such certificate**

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 within the time frame.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Note: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with requirements of N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1 et seq., within the time frame.

**NON-COLLUSION AFFIDAVIT**

**State of New Jersey  
County of Camden**

**SS:** \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_ in the  
County of Camden and the State of New Jersey, of full age, being duly sworn according to law on  
my \_\_\_\_\_ oath \_\_\_\_\_ depose \_\_\_\_\_ and \_\_\_\_\_ say \_\_\_\_\_ that:

I am \_\_\_\_\_ of the firm of  
\_\_\_\_\_, the consulting firm making the contract for the above  
named project, and I executed the said contract with full authority to do so; said consulting firm  
has not, directly or indirectly, entered into any agreement, participated in any collusion, or  
otherwise taken any action to restraint of free, competitive bidding in connection with the above  
named project; and all statements contained in said contract and in this affidavit are true and  
accurate, and made with full knowledge that the Borough of Haddon Heights and the State of New  
Jersey relies upon the truth of the statements contained in said contract and 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 \_\_\_\_\_ (N.J.S.A.52:34-  
15)  
(Name of Consultant)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or print name of affiant.

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary (Affix Seal and Stamp)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfnslfnmenu.shtml](http://www.nj.gov/dca/lgs/lfnslfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."



# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM  
[WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

## STOCKHOLDER DISCLOSURE CERTIFICATION

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole

Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability

Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 2  
\_\_\_\_\_.

\_\_\_\_\_

(Affiant)

(Notary Public)

\_\_\_\_\_

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)



**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn before me this ____ day of _____, 2 ____.	_____
My Commission expires:	(Affiant)
	_____
	(Print name & title of affiant) (Corporate Seal)

**PAGE 2 OF BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
***BOROUGH OF HADDON HEIGHTS***

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.



**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

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

Quote Number: \_\_\_\_\_ Bidder/Offeror: \_\_\_\_\_  
\_\_\_\_\_

**PART 1: CERTIFICATION**

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

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

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

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

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

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

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

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

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

**ADD AN ADDITIONAL ENTRY**

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print) : \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_