

TOWNSHIP OF BELLEVILLE  
PUBLIC NOTICE

SOLICITATION OF REQUEST FOR PROPOSALS FOR HEALTH INSURANCE BROKER

The Township of Belleville is soliciting a Request for Proposal ("RFP") to provide

**"HEALTH INSURANCE BROKER"**

For a contract period beginning January 1, 2022 and ending December 31, 2022.

Sealed submission will be received by the Township Clerk, or designated representative for the Township of Belleville, County of Essex, State of New Jersey on Monday, November 22, 2021, 11:00 a.m. prevailing time, in Council Chambers, Municipal Building, 152 Washington Avenue, Belleville, New Jersey 07109, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk's Office, Township of Belleville, 152 Washington Avenue, Belleville, New Jersey 07109. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE ELECTRONIC THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available at the Township of Belleville's website <https://bellevillenj.org> or at the Township of Belleville's Purchasing Department, 152 Washington Avenue, Belleville, New Jersey, (973) 450-3317, fax: (973) 759-8070, between the hours of 8:00 a.m. and 3:30 p.m. on all normal business days. Bids will be deemed incomplete if all the documents are not submitted accordingly.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submission by Corporations and Partnerships shall include a completed Disclosure of Ownership from (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submission that in their judgement will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submission no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Belleville, Essex County, New Jersey.

Kelly A. Cavanagh,  
Municipal Clerk  
Township of Belleville

**TOWNSHIP OF BELLEVILLE**  
**STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES**  
**INFORMATION FOR PROFESSIONAL SERVICES ENTITIES**

**HEALTH INSURANCE BROKER**

**Section 1. RECEIPT AND OPENING OF SUBMISSIONS**

**A. OWNER AND PROJECT**

The Township of Belleville, Essex County, New Jersey (hereinafter call the "Township") invites submission for the service(s) mentioned in the Public Notice for Solicitation.

**B. TIME AND PLACE OR SUBMISSION OPENINGS**

The Township Clerk and/or her designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

**C. SUBMISSION NOT IN COMPLIANCE**

The Township may waive any informality or reject any and/or all submissions in accordance with *the Fair and Open Public Solicitation Process for Professional Service(s)* as set forth in N.J.S.A. 19:44A-20.5 et seq.

**D. WITHDRAWING SUBMISSIONS**

Submissions forwarded to the Township Clerk and/or his/her designated representative before the time of opening of submission may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing they are, or they represent the principal or principals involved in the submission. Submission may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

**Section 2. QUALIFICATIONS OF PROFESSIONAL SERVICE ENTITIES**  
**(RESPONSES MUST INCLUDE THE FOLLOWING INFORMATION)**

**The standard submission requirements shall include:**

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.
2. References and records 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 and time estimates for each individual, all expenses and total cost of "not to exceed" amount.

**Section 3. PREPARATION OF SUBMISSIONS**

**A. COMPLETION OF SUBMISSIONS**

Each submission must be provided on a Standardized Submission Form as supplied in this submission package and signed by the professional services entity or principal thereof and shall contain the name address, and telephone number of the professional services entity. All prices and amount must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. **Each submission shall be contained in a sealed envelope addressed to the Township of Belleville, Township Clerk's Office, 152 Washington Avenue, Belleville, NJ 01709 and shall specify the Title/Professional Service for which the submission is provided. The submission is to be clearly marked "Sealed Submission Enclosed" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submission received after the hour indicated in the Public Notice for Solicitation or in unsealed envelopes shall not be considered.**

The Township will not be responsible for submission forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

The submission shall be accompanied by (1) Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) Professional Services Entity Information Form, (7) a Qualifications of Submission, (8) Business Entity Disclosure Certificate, (9) as Acknowledgement of Corrections, Additions and Deletions Form, (10) Executed Letter of Transmittal Letter, (11) Disclosure of Investment Activities in Iran, (12) Disclosure of Investigations and actions involving Service Entity.

**B. ERRORS IN SUBMISSIONS**

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals, and the total submission submitted, the correct sum shall govern. Amount written in words shall govern over the amounts written in numerals.

**Section 4. TIME FOR AWARD OF CONTRACT**

The Township shall award the contract or reject all submission within such time as may be specified in the invitation of submission, but in no case more than sixty (60) days, except that the submissions of any professional services entities who consent thereto may, at the request of the Township, be held for consideration for such longer period as may be agreed.

The award of the Contract of this service will not be made unless the Township Chief Financial Officer has certified the necessary funds in a lawful manner.

**Section 5. MODIFICATIONS OF SUBMISSIONS**

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The communication should not reveal the submission price but should provide specific information regarding the addition to or subtraction from or other modification to the original submission so that the Township will not know the final price(s) to term(s) until the sealed submissions are opened.

**Section 6. REJECTION OF SUBMISSIONS**

**A. MUTILPLE SUBMISSIONS NOT ALLOWED**

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

**B. UNBALANCED SUBMISSIONS**

Submissions, which are obviously unbalanced, may be rejected at the option of the Township.

**C. RIGHT TO REJECT SUBMISSIONS**

The right is reserved to reject any and all submissions in whole or in part if not in compliance with these requirements.

**D. METHOD OF AWARD OF SUBMISSIONS**

The right is reserved by the Township to award submission on a "service by service" basis, "per project" basis, in part or in whole as determined by the Township.

**E. RIGHT TO WAIVE INFORMATION RESERVED**

The Township expressly reserves the right to waive any informality in any submission, or to accept the submission, which is the Township's judgement serves its best interest.

**Section 7. PROFESSIONAL SERVICES WNTITY REFERRED TO LAWS**

1. Proposals will be evaluated by the Township on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
  - a. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
  - b. Experience and references.
  - c. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
  - d. Cost consideration – including, but not limited to, historical costs or similar professional services, expertise involved and comparable costs for comparable public entities.
  - e. Knowledge of the Township and the subject matter to be addressed under the contract.
  - f. Other factors id demonstrated to be in the nest interest of the Township.

**Section 8. MANDATORY FORMS**

The following forms shall be submitted with Proposal:

1. Non-Collusion Affidavit
2. Disclosure of Ownership Form
3. Insurance Requirement Acknowledgement Form
4. Mandatory Equal Employment Opportunity Notice Acknowledgement
5. Americans with Disabilities Act of 1990
6. Executed Letter of Transmittal
7. Firm's Affidavit of No Disciplinary Sanctions or Professional Negligence
8. Disclosure of Investment Activities in Iran.
9. Disclosure of Investigations and actions involving Service Entity.
10. Copy of your Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue
11. Professional Service Entity Information Form.
12. Qualification Submission
13. Business Entity Disclosure Certificate
14. Acknowledgement of Corrections, Additions or Deletions Form

Failure to submit any one of the mandatory items shall be cause for rejection.

**Section 9. PAYMENT**

Checks are processed by the Township of Belleville's Finance Department. It is necessary that the approved vouchers be accompanied by an invoice and submitted in advance of payment.

**Section 10. TRANSITIONAL PERIOD**

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than thirty (30) days beyond the expiration date of the contract.

**Section 11. FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

Under no circumstances, on submission documents requiring authorized signatures, will the Township accept documents provided through facsimile machines.

**Section 12. CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS**

Professional services entities are required with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

**Section 13. GENERAL REQUIREMENTS/INFORMATION**

The professional services entity shall guarantee any and all material and services supplied under these specification. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by the Township and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

THE TOWNSHIP RESERVES THE RIGHT TO CANCEL ANY CONTRACT ENTERED INTO UPON THIRTY (30) DAYS NOTICE.

Contract Term: Pursuant to N.J.S.A. 40A:11-3(b), ..."contracts for professional services pursuant to the subparagraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months."

**Section 14. CONTRACT TERMS AND CONDITIONS**

1. The term of this agreement is to be a period of 12 months commencing on the date of the award of the Contract by the Township Council and ending December 31, 2022.

2. Respondent's Proposal shall remain valid for a period of ninety (90) days after submission and will be considered as a binding offer to perform the required services.
3. Respondents shall comply with all Local, State and Federal directives, orders and laws as applicable to this Proposal.
4. The successful Respondent shall not assign or transfer this agreement to any other person or company without prior consent and approval in writing from the Township of Belleville.
5. More than one (1) Proposal from the same Firm under same or different name shall not be considered. A Respondent submitting more than one (1) Proposal will cause the rejection of all the Proposals of said consultants. If there is a reason for believing that collusion exists amongst the bidders, those Proposals shall be rejected, and participants shall not be considered for any future Proposal submissions.
6. All proposals and documents submitted to the Township of Belleville in response to this RFP shall become the property of the Township of Belleville and are subject to the open public records act of the State of New Jersey, after contract is awarded.
7. Be advised that the Township of Belleville may secure background information based upon the references provided in the RFP.
8. The Township of Belleville shall determine at the time of an award of Contract with "not to exceed" amount of the term of the Contract.

TOWNSHIP OF BELLEVILLE

CHECKLIST

PROFESSIONAL SERVICE TITLE: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

- |     |   |     |
|-----|---|-----|
| 15. | Non-Collusion Affidavit   | (X) |
| 16. | Disclosure of Ownership Form  | (X) |
| 17. | Insurance Requirement Acknowledgement Form  | (X) |
| 18. | Mandatory Equal Employment Opportunity<br>Notice Acknowledgement  | (X) |
| 19. | Americans with Disabilities Act of 1990   | (X) |
| 20. | Executed Letter of Transmittal  | (X) |
| 21. | Firm' s Affidavit of No Disciplinary Sanctions or<br>Professional Negligence  | (X) |
| 22. | Disclosure of Investment Activities in Iran   | (X) |
| 23. | Disclosure of Investigations and action involving<br>Service Entity   | (X) |
| 24. | Copy of your <b>Business Registration Certificate</b> as issued<br>by the State of New Jersey, Department of Treasury,<br>Division of Revenue | (X) |
| 25. | Professional Service Entity Information Form  | (X) |
| 26. | Qualifications Submission   | (X) |
| 27. | Business Entity Disclosure Certificate  | (X) |
| 28. | Acknowledgement of Corrections, Additions or Deletions<br>Form  | (X) |
| 29. | Authorized signatures on all forms  | (X) |

**Reminder: Please note this Additional Requirement: Professional services entities shall submit one (1) unbound copy and one (1) electronic copy in the form of a Thumb Drive proposal to the Municipal Clerk's Office, 152 Washington Avenue, Belleville, NJ 07109**

**TOWNSHIP OF BELLVILLE**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 ET SEQ, AND N.J.A.C. 17:27 ET SEQ**

**GOODS, PROFESSIONAL SERVICES 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 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 forth provisions of this non-discrimination clause.

The contract or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applications 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 subcontractors, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 seq., as amended and supplemented from time to time and the Americans with Disabilities

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

The contractor 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 subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & 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.

**TOWNSHIP OF BELLEVILLE**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY :  
: COUNTY OF ESSEX :ss.  
:

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

I am \_\_\_\_\_  
of the firm of \_\_\_\_\_

the Professional Service Entity making the submission for the above named Service, and that I executed  
the said submission with the full authority to do so; that the Professional Service Entity 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 the above named Service; and that all statements  
contained in said submission and in their affidavit are true and correct, and made with full knowledge  
that the Township of Belleville relies upon the truth of the statements contained in said submission and in  
the statements contained in this affidavit in awarding the contract for said Service.

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 commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

(Signature of Professional)

(Type or print name of Affiant  
and Title under signature)

**TOWNSHIP OF BELLEVILLE**

**DISCLOSRE OF OWNERSHIP FORM**

N.J.S.A 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership”

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who owns 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form or corporate ownership as listed below.

**COMPLETE ONE OF THE FOLLOWING STATEMENTS:**

I. Stockholders or Partners owning 10% or more of the company providing the submission:

Names:

Address:

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

II. No stockholder or Partner owns 10% or more of the company providing this submission:

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

III. Submission is being provided by an individual who operates as a sole proprietorship:

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

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership

\_\_\_\_\_ Subchapter S Corporation

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

**TOWNSHIP OF BELLEVILLE**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with Township Clerk's Office upon award of contract by the Mayor and Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 of each claim and \$1,000,000.00 aggregate each policy period.

**Acknowledgement of Insurance Requirements:**

<hr/> <p>(Signature)</p>	<hr/> <p>(Date)</p>
<hr/> <p>(Printed Name and Title)</p>	

**TOWNSHIP OF BELLEVILLE**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE  
(N.J.S.A. 10:5-31 ET SEQ. AND N.J.A.C. 17:27 ET SEQ.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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

The successful professional service entity shall submit to the Township one of the following three Documents as forms of evidence:

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

OR

b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.

OR

c. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Township of Belleville to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The professional service entity may obtain the Employee Information Report (AA302) from the Township of Belleville during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

**The undersigned professional service entity further understands that his/her submission shall be Rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

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

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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

**TOWNSHIP OF BELLEVILLE**

**AMERICAN WITH DISABILITIES ACT OF 1990**  
**EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The contractor and the township do hereby agree that the Provisions of Title 11 of the American with Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of their contract. In providing any aid, benefit or service on behalf of the Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Township ion any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township, its agents servants and employees from and against any and all suits, claims, losses, demands, damages or whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Townships grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant top said grievance procedure. If any action or administrative proceeding results in and award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Township shall, as soon as practicable after a claim has been made against it, given written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township or any of its agents, servants and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, compliant, notice summons, pleading or other process received by the Township or it representatives.

It is expressly agreed and understood that any approval by the Township of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph.

It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in the Agreement, nor shall they be construed to relieve the Contractor form any liability, nor preclude the Township from taking any other provisions of this Agreement or otherwise at law.

## EXECUTED LETTER OF TRANSMITTAL

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to the content of This letter.)**

{Insert Date}

Anthony D. Iacono, Township Manager  
152 Washington Avenue  
Belleville, NJ 07109

Re: Proposal Statement

Dear Mr. Iacono:

The undersigned, Qualified Respondent, has submitted the below Proposal Statement in response to the a Request for Proposal (RFQ), issued by the Township of Belleville (the "Township") dated \_\_\_\_\_, In connection with the Township's need for A) \_\_\_\_\_, and B) \_\_\_\_\_.  
The undersigned hereby states:

- The Proposal Statement contains accurate, actual and complete information to the best of my/our knowledge and belief. The proposal Statement is submitted in good faith. I/we understand that any false statement may result in my/or disqualification.
- I/We agree(s) to participate in good faith in the procurement process described in the RFQ and to adhere to the Township's procurement schedule.
- I/We acknowledge(s) that all costs incurred by me/us in connection with the preparation and submission of the Proposal Statement, amendments thereto, exclusively and any other documents prepared and submitted in response to the RFQ, or any negotiation which results therefrom, shall be borne exclusively by the undersigned.
- I/We hereby declare that the only persons/business entities anticipated by the undersigned to perform the professional services for which the undersigned's Proposal Statement is submitted are the two other members of the Project Team named herein and that no other persons or business entities participated in submission of the undersigned's Proposal Statement or will participate in any contract to be entered into between Respondent Project Team and the Township. The undersigned declares that it Proposal Statement is made without connection with any other person, firm or parties, except the other two members of the Project Team who have submitted Proposal Statements with the undersigned, and the undersigned's is being prepared and submitted in good faith and without collusion or fraud.
- I/We acknowledge(s) and agree(s) that the Township may modify, amend, suspend and/or terminate the procurement process (in its sole judgement).

- I/We acknowledge(s) that if the Project Team of which I/We (am/are) a member become the Successful Respondent and is awarded a contract to provide the Services, I/We shall comply with all applicable affirmative action and equal employment opportunity laws.

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

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

\*If the qualified respondent is part of a joint venture, partnership or organization other than the natural person, the Letter of Proposal and Letter must be signed by an individual with the authority to bind the organization.

**REQUEST FOR QUALIFICATIONS  
FIRM'S AFFIDAVIT OF NO DISCIPLINARY SANCTIONS  
OR PROFESSIONAL NEGLIGENCE  
IN THE STATE OF NEW JERSEY**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the  
County of \_\_\_\_\_ and the State of \_\_\_\_\_ of full age, being  
Duly sworn according to the law on my oath depose and sat that:

I \_\_\_\_\_, an officer of the firm of \_\_\_\_\_  
submitting an RFQ for the above-named work, and that I executed the said FRQ with full authority to do  
so; that said bidder at the time of making this bid is not included on the State of New Jersey, Department  
of Treasury, Division of Property Management & Construction List Debarred, Suspended and  
Disqualified bidders and that all statements contained in the Affidavit in awarding the contract for said  
work.

The undersigned further warrants that the professional licenses and/or certification of those individuals  
listed in this RFQ are valid and not expired or suspended.

The undersigned further warrants that should the name of the firm making this submission appear on the  
Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life  
of this contract, including the Guarantee Period, and that the Township shall be immediately notified by  
the signatory of the Eligibility Affidavit.

The undersigned understands that the firm making the submission as a contractor is subject to  
disbandment, suspension and/or disqualification in contracting with the State of New Jersey at the  
Department of Environmental Protection if the Contractor, pursuant to N.J.S.A. 7:1-5.2, commits any of  
these acts listed therein, and as determined according to the applicable law and regulation.

\_\_\_\_\_  
Name of the Firm (Print or Type)

\_\_\_\_\_  
Signature/Title

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Witnessed or Attested by:) \_\_\_\_\_ My commission expires: \_\_\_\_\_.

Printed Name of Affiant: \_\_\_\_\_ Date: \_\_\_\_\_.

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

RESPONDENT'S NAME \_\_\_\_\_

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

**I certify, pursuant to Public Law 2012, c.25, that the person or entity listed above for which I am authorized to bid/renew: (Please check all statements that are true)**

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above reference activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will not result in the proposal being rendered as non-responsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.**

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

You must provide, 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 completing the boxes below.

Name \_\_\_\_\_

Relationship to Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachment 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 Township of Belleville 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 Township of Belleville, to notify the Township of Belleville 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 false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to a criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Belleville, New Jersey, and that the Township at it is option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



TOWNSHIP OF BELLEVILLE  
PROFESSIONAL SERVICE ENTITY INFORMATION FORM

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

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:

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Telephone No.: \_\_\_\_\_ Name of Corporation: \_\_\_\_\_

Signature: \_\_\_\_\_ By: \_\_\_\_\_

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

**TOWNSHIP OF BELLEVILLE**

**SUBMISSION FORM**

**1. Names and roles of the individual who will perform the services and description of their educated and experience with projects similar to the services contained herein including their education, degree, and certifications.**

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

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

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4. Cost details, including the hourly rates of each of the individuals who will perform Services and all expenses:

Note: Attach additional sheets as necessary.

Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fac No.: \_\_\_\_\_

**TOWNSHIP OF BELLEVILLE**

**ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_

of the firm \_\_\_\_\_

hereby acknowledge that any corrections, additions, and/or deletions have been initialed and dated in the Submission Package.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Type or print of Affined and Title, under signature)

\_\_\_\_\_  
(Date)

**END OF SUBMISSION PACKAGE**