

**REQUEST  FOR PROPOSALS & QUALIFICATIONS**

**BOROUGH OF MOONACHIE**

**CONSULTING PROFESSIONAL SERVICES FOR**

**FEMA Grants Management and Administration**

**MAYOR**

**DENNIS VACCARO**

**BOROUGH ADMINISTRATOR**

**ANTHONY CIANNAMEA**

**BOROUGH COUNCIL**

**BRUCE SURAK**

**MANUEL MARTINEZ**

**ROBERT BAUER**

**ANTHONY CIRILLO**

**KATHY KINSELLA**

**LUCILLE MILLAR**

**Contact: Supriya Sanyal  
Borough Clerk**

**Mailing Address: Borough of Moonachie  
70 Moonachie Road  
Moonachie, NJ 07074**

**PROPOSAL DUE: TUESDAY, JUNE 28, 2016, 11:00 AM**

## **The Borough of Moonachie, Bergen County New Jersey**

### **FEMA Grants Management and Administration RFP/RFQ**

#### **INTRODUCTION**

In the aftermath of Superstorm Sandy, the Borough of Moonachie's Borough Hall was deemed uninhabitable. The Borough has been working with State and Federal representatives to plan for a new Borough Hall that will be partly funded through the FEMA Public Assistance program and will be built to the prescribed codes and standards to ensure resiliency going forward.

The Borough has retained the services of an architect who has designed a new Borough Hall and bid specifications for construction were released in the Spring, 2016. The Borough received proper and appropriate bid responses and has awarded a contract to a qualified bidder.

The Borough is desirous in contracting with a qualified firm that will oversee and administer this project with relation to the FEMA Public Assistance program.

#### **GENERAL**

1. It is the intent of the Borough to award a contract to a qualified and responsive Proposer submitting the Proposal which is in the best interest of the Borough, based upon an evaluation of the most advantageous proposal, price, experience and other factors.
2. This RFP does not commit the Borough to the awarding of a Contract. The Borough reserves the right to reject any or all proposals and any part thereof, and to waive any informalities, formalities, irregularities and errors in the proposals.
3. The Borough assumes no responsibility or liability for costs incurred by the respondents prior to the issuance of a contract. Proposers will assume responsibility for all costs related to the preparation of and submission of their responses to the RFP.
4. The Proposer must comply with the requirements of N.J.S.A. 52:32-44, New Jersey Business Registration.
5. The Proposer must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.
6. The Proposer must comply with New Jersey Pay-to-Play requirements and New Jersey Public Law 1975, C. 127.
7. The Consultant shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the Borough. The Consultant shall provide a copy of the certificate of insurance satisfactory to the Borough prior to commencement of work. Consultant must maintain Workers' Compensation insurance in accordance with laws of the State of New Jersey. The Consultant shall also have and maintain Employers Liability Insurance.

Commercial General Liability insurance shall not be less than \$1,000,000.

The Borough of Moonachie shall be named as an additional insured on any Certificate of Insurance during the performance of the work. The selected Consultant shall, to the fullest extent permitted by law, indemnify and hold harmless the Borough of Moonachie, its officers, agents and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.

The Borough agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Borough's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Borough is legally liable.

8. Services shall be invoiced on a monthly basis or on a mutually agreed schedule.
9. All proposals submitted by the due date to the Borough will be evaluated by the Borough of Moonachie and selected on the basis of qualifications, familiarity with the Borough of Moonachie, pertinent experience, project understanding, quality of proposal, and cost. The proposal selected by the Borough will be subject to the acceptance of a mutually agreed contract.

## RESPONSE TO REQUEST FOR PROPOSALS & QUALIFICATIONS

Response shall include at a minimum:

1. **Identification:** Provide Firm Name, Identification of Key Personnel and sub-consultants responsible for this project, Firm Address and Contact information.
2. **Qualifications:** Provide Firm Qualifications and Resumes of Key personnel and sub-consultants demonstrating qualifications and capabilities to perform the work
3. **Required Documents:** Include all required Documents properly completed, executed, and notarized as required. Any required documents that are not included in the RFP must be provided by the proposer.
4. **Project Understanding:** Outline respondent's understanding of work to be provided and summarize intended Approach to the Work.
5. **Acknowledgement of on-site weekly Requirements for Meeting Attendance and work:** Consultants will be required to schedule and attend:
  - a. Initial meeting(s) at project start for projects individually or in combination, with Municipal representatives and stakeholders
  - b. Interim meeting(s) while evaluations, Information gathering, and creation of draft reports are underway as necessary.
  - c. Report on-site for a minimum of six (6) hours per week for meetings and reporting purposes.
6. **Acknowledgement of Requirements for Monthly Reporting and Quarterly reporting to State Police Office of Emergency Management (SPOEM) and FEMA.**
7. **Familiarity with the Borough of Moonachie:** Describe pertinent knowledge of and experience with the Borough.
8. **References:** Consultant shall submit a minimum of three (3) professional references that will verify capabilities to perform the work.
9. **Cost Proposal.** All proposals shall include a monthly retainer as well as an hourly fee for service with a not to exceed monthly cost.

## **SCOPE OF WORK**

### **FEMA Grants Management and Administration**

1. Complete management of all files pertaining to the project.
2. Attendance and recordkeeping of all meetings; including weekly construction meetings.
3. Minimum of six (6) hours per week on-site at Borough Hall.
4. Coordinate and manage all permits and correspondence thereof.
5. All FEMA and SPOEM reporting requirements.
6. Prepare remittance and drawdowns as applicable.
7. Liaison between construction project team, municipal authority and State and Federal entities.

**FEE PROPOSAL FORM**

The Proposer is to provide a Lump Sum Monthly Retainer fee as well as an hourly fee with a not to exceed cost. In submitting this form, the Proposer certifies that he/she has read the entire RFP, understands the requirements of the Borough, and possesses the necessary licensing, education, training, experience and resources to complete the project.

Lump Sum Monthly Retainer Fee: \$ \_\_\_\_\_

Hourly Fee with a monthly Not to Exceed cost: \$ \_\_\_\_\_

**FORM SUBMISSION CHECKLIST**

The following items must be included with your sealed submission. Please initial each item included and submit this form with the sealed proposal.

- 1 Fee Proposal Form \_\_\_\_\_
- 2 NJ Business Registration Certification \_\_\_\_\_
- 3 Corporate Disclosure Statement \_\_\_\_\_
- 4 Stockholders Disclosure Certification \_\_\_\_\_
- 5 Non-collusion Affidavit \_\_\_\_\_
- 6 Mandatory Equal Opportunity Language \_\_\_\_\_
- 7 Affirmative Action Compliance Notice \_\_\_\_\_
- 8 Affirmative Action Questionnaire \_\_\_\_\_
- 9 American with Disabilities Act of 1990 Language \_\_\_\_\_
- 10 Chapter 271 Political Disclosure Form \_\_\_\_\_
- 11 Disclosure of Investment Activities in Iran \_\_\_\_\_
- 12 List of Prohibited Entities due to Activities in Iran \_\_\_\_\_
- 13 Acknowledgement of Revisions and/or Addenda \_\_\_\_\_

## NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et. seq.) or subsection e. or f. of section 92 of P.L. 1977, c.120 (N.J.S.A. 5:13-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are not acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**CORPORATE DISCLOSURE STATEMENT**

The undersigned is an – Individual – Partnership – Corporation  
(Please indicate with circle)

Under the laws of the State of \_\_\_\_\_

Having principal offices at \_\_\_\_\_

RESPECTFULLY SUBMITTED BY \_\_\_\_\_  
(Name of Corporation, Partnership or Individual)

WITNESS:  
\_\_\_\_\_  
(Name)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

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

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

POSITION:  
\_\_\_\_\_

POSITION: \_\_\_\_\_

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

SSN (If Individual): \_\_\_\_\_  
FED ID# (If Incorporated): \_\_\_\_\_  
DATE: \_\_\_\_\_

NOTE: If Bidder is a CORPORATION, this proposal must be executed by its president, attested to by its secretary or assistant secretary, with the corporate seal affixed thereto. This proposal may be executed and attested to by other than the aforesaid corporate officers if they have been duly authorized to so act in behalf of the Bidder, pursuant to a resolution of the Corporate Board of Directors, or other authorization equivalent thereto. In that event, a certified copy of said resolution or authorization shall be attached to this proposal.

If Bidder is a PARTNERSHIP, then this proposal must be signed by at least one partner.

If Bidder is an Individual, please indicate Social Security Number in space provided.

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**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.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**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)

NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

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

(name of contracting unit)  
and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

### GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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.

## EXHIBIT A (Cont)

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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://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 Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Signature and Seal

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

**AFFIRMATIVE ACTION COMPLIANCE NOTICE  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor 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. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

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

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

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

**AFFIRMATIVE ACTION QUESTIONNAIRE**  
(To accompany bid)

COMPANY NAME \_\_\_\_\_

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_ YES    \_\_\_ NO

- A. If yes, a copy of said approval shall be submitted to the Borough within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_ YES    \_\_\_ NO

- A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER \_\_\_\_\_  
(Print or Type)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_

**AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability**

The contractor and the Borough of Moonachie (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

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

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

# 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/lfns/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfns/lfnmenu.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."





**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 Executive}

County Clerk

Surrogate

Sheriff

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 A COUNTY-BASED,  
CUSTOMIZABLE FORM.**

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.

**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 boxes 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 ACTIVITIES ENTRY" BUTTON.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_ Subscribed and \_\_\_\_\_

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

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

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**ADD AN ADDITIONAL ACTIVITIES 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: \_\_\_\_\_



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
33 WEST STATE STREET  
P. O. BOX 039  
TRENTON, NEW JERSEY 08625-0039  
<https://www.njstart.gov>

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

FORD M. SCUDDER  
*Acting State Treasurer*

JIGNASA DESAI-MCCLEARY  
*Director*

Telephone (609) 292-4886 / Facsimile (609) 984-2575

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftkhim (Belarusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdram PLC
20.	Maire Tecnimont SpA
21.	NatIran Intratrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong FIN CNC Machine Company, Ltd.
29.	Sinohydro
30.	SK Energy
31.	SKS Ventures
32.	Som Petrol AS
33.	Zhuhai Zhenrong Company

List Date: February 5, 2016

**NOTICE OF RECEIPT OF REVISIONS OR ADDENDA**  
**BOROUGH OF MOONACHIE – POST SANDY PLANNING**

<b>Document Name</b>	<b>Issue Date</b>	<b>Initial</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Receipt Acknowledged**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Bidder Company Name

\_\_\_\_\_  
Date

**THIS ACKNOWLEDGEMENT MUST BE SUBMITTED WITH PROPOSAL REQUIRED DOCUMENTS.**

**NOTICE OF RECEIPT OF REVISIONS OR ADDENDA**

**BOROUGH OF MOONACHIE**

<b>Document Name</b>	<b>Issue Date</b>	<b>Initial</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Receipt Acknowledged**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Bidder Company Name

\_\_\_\_\_  
Date

**THIS ACKNOWLEDGEMENT MUST BE SUBMITTED WITH PROPOSAL REQUIRED DOCUMENTS.**

**NOTICE TO CONSULTANTS  
FEMA Grants Management and Administration (RFP/RFQ)  
BOROUGH OF MOONACHIE  
BERGEN COUNTY, NEW JERSEY**

NOTICE IS HEREBY GIVEN that the Borough of Moonachie is requesting proposals through a fair and open process for FEMA Grants Management and Administration funded through the FEMA Public Assistance program. Project completion date is anticipated to be two years from the date of contract. Sealed proposals for FEMA Grants Management and Administration shall include complete response as well as price quotes, and will be received by the Borough of Moonachie, at the Kathryn E. Flynn Civic Center at 125 Moonachie Road, Moonachie, New Jersey (enter at Moonachie First Aid & Rescue Squad, 121 Moonachie Road, continue to Civic Center). Proposals are to provide proof of valid New Jersey Business Registration Certification. The successful consultants work product shall be completed within a timely manner acceptable under the provisions of the approved contract.

RFP and RFQ packages will be available to pick up in person at the temporary Borough Municipal Office, 90 Moonachie Avenue, Moonachie, NJ or on the Borough of Moonachie website at <http://www.moonachie.us/>.

All responses to this solicitation shall be SEALED and clearly marked "FEMA GRANTS MANAGEMENT AND ADMINISTRATION", indicating the proposer's name and address. Responses must be received by the Borough of Moonachie, at the Kathryn E. Flynn Civic Center at 125 Moonachie Road, Moonachie, New Jersey (enter at Moonachie First Aid & Rescue Squad, 121 Moonachie Road, continue to Civic Center) before **11:00 a.m. on Tuesday, June 28, 2016**. Two (2) hard copies along with one (1) digital copy (CD-ROM or flash drive) of the proposal shall be submitted. No late responses will be accepted.

Bids submitted by mail or other carrier should be sent to Borough of Moonachie, 70 Moonachie Road, Moonachie NJ 07074, Attention: Supriya Sanyal, Borough Clerk.

The Borough shall select a professional based on qualifications, familiarity with Moonachie, pertinent experience, project understanding, quality and comprehensiveness of each proposal submission and cost.

Respondents shall comply with the requirements of P.L. 1975 C127. (N.J.S.A. 17:27 et seq.)

All questions should be directed in writing to Supriya Sanyal, Borough Clerk, at the Borough of Moonachie, 70 Moonachie Road, Moonachie NJ 07074.

**By Order of the Borough of Moonachie**

Supriya Sanyal  
Borough Clerk