

**Township of Tewksbury  
Hunterdon County, State of New  
Jersey**

**REQUEST FOR PROPOSALS  
FOR VARIOUS PROFESSIONAL SERVICES**



**SEALED PROPOSALS DUE: Thursday, December 8, 2020 at 10:00  
A.M.**

Please complete and return to:

**Township of Tewksbury  
Attn: James Barberio, Township  
Administrator  
169 Old Turnpike Road  
Califon, NJ**

## NOTICE OF REQUEST FOR PROPOSALS FOR VARIOUS 2021 PROFESSIONAL SERVICES

Notice is hereby given that in accordance with N.J.S.A. 19:44-20.5 et seq. through a fair and open process that the Township of Tewksbury is requesting sealed proposals for the following:

- # A1 Prosecutor
- # A2 Public Defender

The proposal packages may be obtained as PDF files from the Township, upon request via e-mail from the Finance Department at: [finance@tewksburytwp.net](mailto:finance@tewksburytwp.net).

The Township Administrator will open sealed proposals on Thursday, December 8, 2020 at 10:00 a.m. at Police/Administration Building at 169 Old Turnpike Road, Califon, NJ 07830. Proposals received after this time will not be accepted. Proposals shall

be labeled **“RFP for (Position Number as Listed Above, Name of Position)”** marked clearly on the outside envelope. Please submit only **one unbound copy and one digital copy on a USB drive** of the proposal for each position being sought.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. Responders are required to comply with requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 (Affirmative Action), and with requirements of P.L. 1977, c 33.

By Order of the Mayor and Council of the Township of Tewksbury  
Jennifer Ader, Acting Municipal Clerk

## PROPOSAL COVER SHEET

Please submit one for each application for the position you have selected below.

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Primary Designee: \_\_\_\_\_

Primary Designee E-mail: \_\_\_\_\_

Secondary E-mail: \_\_\_\_\_

SEAL (if a corporation):

Please check the box next to the professional service for which you are submitting a proposal.

If applying for more than one category, provide **one unbound** proposal **and one digital copy on a USB drive** with this cover letter for each position sought.

- # A1          Prosecutor
- # A2          Public Defender

# PROPOSAL SUBMISSION

## CHECKLIST

(Pursuant to N.J.S.A. 40A:11-23.2)

### Request for proposal for Various Professional Services

To the Township of Tewksbury Governing Body:

The undersigned declared they have examined and fully understand the Township's application process and other documents herein referred to, and if this proposal is accepted, to furnish and deliver services requested and to perform all work in accordance with the contract documents to be provided upon award.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Primary E-mail: \_\_\_\_\_ Secondary E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Federal ID or Soc. Sec. No: \_\_\_\_\_

Primary Designee: \_\_\_\_\_ Signature of Designee: \_\_\_\_\_

Applicants are required to submit all of the following documents with their Proposal in the order listed below. Additional documents should be placed after the last checklist item in the proposal. Failure to submit all documents may mandate rejection of the Proposal.

	Initial	<i>These Columns are for Township Use</i>		
1. <u>PROPOSAL COVERSHEET and PROPOSAL</u>	_____	YES	NO	N/A
2. <u>ACKNOWLEDGMENT OF RECEIPT OF ADDENDA</u> Pursuant to N.J.S.A. 40A:11-23c. 1, 2, & 3	_____	YES	NO	N/A
3. <u>LETTER OF QUALIFICATION</u>	_____	YES	NO	N/A
4. <u>LETTER OF INTENT</u>	_____	YES	NO	N/A
5. <u>STATEMENT OF EXPERIENCE</u>	_____	YES	NO	N/A
6. <u>REFERENCES</u>	_____	YES	NO	N/A
7. <u>COMPENSATION / FEE SCHEDULE</u>	_____	YES	NO	N/A
8. <u>BUSINESS REGISTRATION CERTIFICATE</u> Pursuant to N.J.S.A. 52:32-44	_____	YES	NO	N/A
9. <u>CERTIFICATE OF EMPLOYMENT INFORMATION REPORT</u>	_____	YES	NO	N/A
10. <u>EQUAL OPPORTUNITY LANGUAGE</u>	_____	YES	NO	N/A
11. <u>STATEMENT OF OWNERSHIP</u> Pursuant to N.J.S.A. 52:25-24.2	_____	YES	NO	N/A
12. <u>c.271 POLITICAL CONTRIBUTION DISCLOSURE FORM</u> Pursuant to N.J.S.A. 19:44A-20.27	_____	YES	NO	N/A
13. <u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</u> Pursuant to N.J.S.A. 40A:11-2.1	_____	YES	NO	N/A

## SECTION 1:

## PROPOSAL SUBMISSION INSTRUCTIONS

1. The Township of Tewksbury is soliciting proposals for the provision of professional services to the Township for the contract year **January 1, 2021** through **December 31, 2021**. Proposals will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.
2. The applicant understands and agrees that its proposal is submitted based on the requirements prepared by the Township. The applicant accepts the obligation to become familiar with these requirements. Applicants are expected to examine the requirements with care. Ambiguities, errors, or omissions noted by applicants should be promptly reported in writing to the Township Purchasing Agent. In the event the applicant fails to notify the Township of such ambiguities, errors or omissions, the applicant shall be bound by its proposal.
4. No oral interpretation of the meaning of the specifications will be made to any applicant. Every request for an interpretation shall be in writing, addressed to the Township Administrator. To be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for receipt of the proposals. All such interpretations and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective applicants in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the contract documents and shall be acknowledged by the applicant in the proposal. The Township's interpretations or corrections thereof shall be final.
5. All proposals shall be addressed to **Township of Tewksbury, Attn: James Barberio, 169 Old Turnpike Road, Califon, NJ** and shall be received in the Police/Administration Building no later than **December 8, 2020 at 10:00 a.m.** **One unbound** original proposal and a **digital copy of the proposal on a USB Drive** shall be submitted. If applying for more than one category, please provide **one unbound** and a **digital copy of the proposal on a USB Drive** original for EACH category. **Please submit the documents in the order requested on the Submission checklist.**
6. The proposal form shall be submitted in a **SEALED envelope** bearing the **name and address of the applicant** written on the face of the envelope and **clearly marked** with the **contract title and number** for the position being sought.
7. It is the applicant's responsibility to see that proposals are presented to the Township on the hour and at the place designated. Proposals may be hand delivered or mailed; however, the Township disclaims any responsibility for proposals forwarded by regular or overnight mail. If the proposal is sent by overnight mail, the **designation in paragraph 6 above** must also appear on the outside of the delivery company envelope. **Proposals received after the Designated Time and Date will be Returned Unopened.**
8. All proposals shall include at a minimum: the name, address, email and telephone of the firm and primary designee, a statement of qualifications, including all applicable professional licenses held, a statement of experience in rendering such professional services to public entities; references; a proposals for compensation or a schedule of fees to be charged for such professional services.
9. All proposals will be evaluated by the Governing Body and Administration of the Township. Proposals will be evaluated based on those deemed to be most advantageous, price and other factors considered. The evaluation may consider:
  - a. Experience and reputation in the field of professional service;
  - b. Knowledge and experience with the Township of Tewksbury form of government;
  - c. Knowledge of the Township of Tewksbury and the subject matter to be addressed under the contract;
  - d. Availability to accommodate any required meetings;
  - e. Ability of the firm to perform the services on a timely basis, including staffing and familiarity with subject matter;
  - f. Compensation proposal;
  - g. References; and
  - h. Other factors, if determined to be in the best interest of the Township of Tewksbury and its agencies.
10. Any applicant successfully awarded a contract must agree to indemnify and hold the Township harmless from any liability to subcontractors and suppliers concerning payment for work performed or goods supplied and must also add the Township of Tewksbury as a named insured to any application insurance policies.

## **OPEN POSITIONS:**

### **A1 PROSECUTOR**

The successful firm must have significant experience in representing New Jersey public entities in a variety of areas of consultation and litigation in Municipal, State and Federal Courts, administrative forums, and arbitration. The successful firm will provide the Township with legal guidance relating to, but not necessarily limited to: 1. The Municipal Prosecutor must be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Township, and shall conduct the prosecution of such cases except such crimes and offenses that may be the duty of the county or state officer to prosecute. The Municipal Prosecutor must have a minimum of five (5) years of prosecutorial or criminal defense experience. The Township provides a retainer which covers all Municipal Court appearances and an hourly rate over and above the retainer for extra services beyond Municipal Court appearance and services. Please provide your proposed retainer in your proposed contract and hourly rate, breaking down your hourly rate. Based on that description, please provide your set fees and hourly rate including with regards to hourly rate, your hourly rate for Partners/Counsel, Associates, Paralegals, and other staff members. Please submit your proposed retainer and hourly rate. In your hourly rate set forth the rate for Partners/Counsel, Associates, Paralegals and Staff; further set forth the rate/cost of reimbursement for out of pocket expenses/photo costs, fax costs, etc. Additionally, the Municipal Prosecutor shall designate in his or her RFP any and all attorneys who shall appear in Municipal Court and serve as Municipal Prosecutor and shall be responsible for all of the duties specified in Chapter 2.28.060 of the Tewksbury Township Municipal Code. The Municipal Prosecutor shall be appointed to a one year term by the Township Committee.

### **A2 PUBLIC DEFENDER**

The successful attorney must have significant experience in representing Individuals as a defense attorney and/or Public Defender in criminal or quasi-criminal matters in Municipal, State and Federal Courts, administrative forums, and arbitration. The successful attorney will provide the following legal services: 1. The Township Public Defender must be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Township and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Township. The Public Defender may not be associated with the same office as the Township Prosecutor. Additionally, the Public Defender shall designate in his or her RFP any and all attorneys who shall appear in Municipal Court and serve as Public Defender.

**SECTION 2:**

**TOWNSHIP OF TEWKSBURY  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The Undersigned Applicant hereby acknowledges the following information relative to receipt of Addenda for this proposal (check appropriate box and provide required information):

- No Addenda was received by my company
- My company received the following addenda:

<u>ADDENDUM NUMBER</u>	<u>DATED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Acknowledgement for: \_\_\_\_\_  
(Print or Type the Name of Company/Corporation)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Primary Designee)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print or Type Name of Primary Designee) (Print or Type Title of Primary Designee)

**NOTE:** THIS FORM MUST BE COMPLETE AND SIGNED REGARDLESS OF WHETHER OR NOT ADDENDA WAS ISSUED AND/OR RECEIVED BY THE APPLICANT. FAILURE TO SUBMIT THE COMPLETED FORM WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION IN ACCORDANCE WITH NJSA 40A:11-23

**SECTION 3: Letter of Qualification**

**Note:** Letter to be typed on the Respondents Letterhead.

**Other than filling in the blank items, no modifications may be made to this letter.**

[Insert Date]

Township of Tewksbury  
Attn: James Barberio  
Township Administrator  
169 Old Turnpike Road  
Calfion, New Jersey 07830

Dear Mr. Barberio:

The undersigned has reviewed its proposal submitted in response to the Request for Proposals (RFPs) issued by the Township of Tewksbury (the "Township"), dated [insert proposal date], in connection with the Township's solicitation of proposals for the position of **POSITION**.

We affirm that the contents of the proposal (which are incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the proposal submitted in good faith upon the express understating that any false statement may result in the disqualification of [insert Respondent name].

\_\_\_\_\_  
Signature of Primary Designee

\_\_\_\_\_  
Print or Type Name of Firm/Company

\_\_\_\_\_  
Print or Type Name of Primary Designee

\_\_\_\_\_  
Print or Type Name of Chief Executive Officer and Title

\_\_\_\_\_  
Dated

Respondent shall sign and complete this form. If a joint venture, appropriate officers of each company shall sign.



**SECTION 4: Letter of Intent**

**Note:** Letter to be typed on the Respondents Letterhead.

**Other than filling in the blank items, no modifications may be made to this letter.**

[Insert Date]

Township of Tewksbury  
Attn: James Barberio  
Township Administrator  
169 Old Turnpike Road  
Calfion, New Jersey 07830

Dear Mr. Barberio:

The undersigned respondent, has submitted the attached proposal in response to a Request for Proposals (RFPs) issued by the Township of Tewksbury (the "Township"), dated [insert proposal date], in connection with the Township 's solicitation of proposals for the position of [insert position sought].

[insert Respondent name] hereby states:

- 1) The proposal contains accurate, factual, and complete information.
- 2) [insert Respondent name] agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Township 's procurement process set forth with in the RFP.
- 3) [insert Respondent name] acknowledge(s) all costs incurred by the respondent in connection with the preparation and submission of the proposal and any proposal prepared and submitted in response to the RFP or any negotiation which results there from shall be borne exclusively by the respondent.
- 4) [insert Respondent name] hereby declare(s) that the only persons participating in this proposal as principals are named herein and that no other than those herein mentioned has any participation in this proposal or in any contract to be entered into with respect.
- 5) [insert Respondent name] acknowledges and agrees that the Township may modify, amend, suspend and/or terminate the procurement process (in its sole judgement). In any case, the Township shall not have any liability to the respondent for any cost incurred by the respondent with respect to the procurement activities described in this RFP.
- 6) [insert Respondent name] acknowledges that any contract executed with respect to the position of [insert position sought] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

\_\_\_\_\_  
Signature of Primary Designee

\_\_\_\_\_  
Print or Type Name of Firm/Company

\_\_\_\_\_  
Print or Type Name of Primary Designee

\_\_\_\_\_  
Dated

Print or Type Name of Chief Executive Officer and Title

Dated

Respondent shall sign and complete this form. If a joint venture, appropriate officers of each company shall sign.

Respondent shall submit each of the following on separate pages.

**SECTION 5: STATEMENT OF EXPERIENCE**

**Note:** Letter to be typed on the Respondents Letterhead.

**SECTION 6: REFERENCES**

**Note:** Letter to be typed on the Respondents Letterhead.

**SECTION 7: COMPENSATION / FEE SCHEDULE**

**Note:** List compensation and fee schedule

## SECTION 8: NEW JERSEY BUSINESS REGISTRATION

### New Jersey Business Registration Certificate 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 subcontractor or supplier used in the fulfillment of the contract, or shall attest that no 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.

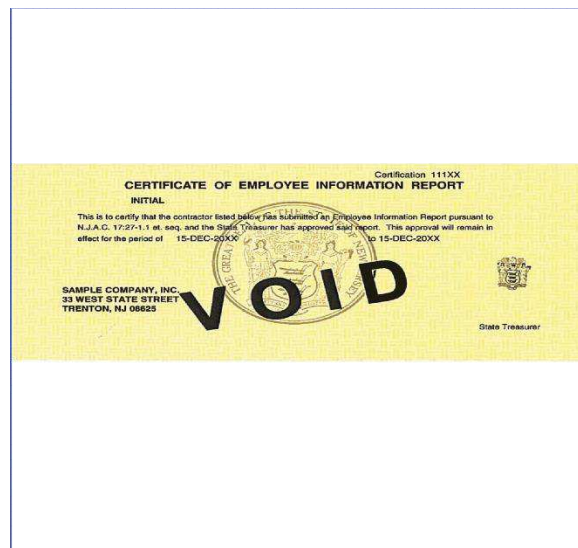
A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements 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>

## SECTION 9: CERTIFICATE OF EMPLOYMENT INFORMATION REPORT

Please provide a valid copy of Certificate of Employment Information- or a Completed AA302 Form



**SECTION 10: Mandatory Equal Employment Opportunity Language - N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:21-11**

**TOWNSHIP OF TEWKSBURY, COUNTY OF HUNTERDON, STATE OF NEW JERSEY**

**Mandatory Equal Employment Opportunity Language - N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:21-11**

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

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

- The contractor or subcontractor, where applicable, will not discriminate against an 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, the contractor will ensure that equal employment opportunity is afforded to such applicants are 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 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 principals 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 target 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 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 subcontractor 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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print or Type Name and Title**

\_\_\_\_\_  
**Date**

- For goods, professional service and general service contracts, a letter of federal affirmative action plan approval, certificate of employee information report or an employee information report form (AA302) must be submitted at the time of Award. If the vendor/contractor does not submit one of these three (3) documents within the required time period, the Owner may extend the time period to the fourteenth calendar day.
- If by the fourteenth calendar day the Contractor does not submit the Affirmative Action Document, the Owner must declare the vendor/contractor as being non-responsive and award the contract to the next lowest responsible bidder.

**IMPORTANT:** *This form must be completed by the Applicant*

**SECTION 11: Statement of Ownership**

**TOWNSHIP OF TEWKSBURY, COUNTY OF HUNTERDON, STATE OF NEW JERSEY**

**STATEMENT OF OWNERSHIP**

**The Contract is** (check one):

\_\_\_ Individual      \_\_\_ Partnership      \_\_\_ P.A.      \_\_\_ L.L.C.      \_\_\_ Corporation      \_\_\_ Joint Venture  
\_\_\_ Other (specify): \_\_\_\_\_

I certify that the names and addresses of all persons and entities who own a 10% or greater interest in the Contractor are as follows (if "none" so state):

**NAME(s) and ADDRESS(es):**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_
- 6) \_\_\_\_\_  
\_\_\_\_\_
- 7) \_\_\_\_\_  
\_\_\_\_\_
- 8) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name of Contractor

\_\_\_\_\_  
Print Name of Chief Executive Officer and Title

\_\_\_\_\_  
Dated

**NOTES** Check Below if:

- Attached additional sheets as needed
- If an entity owns a 10% or greater interest in the Contract, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each persons who owns a 10% or greater interest has been disclosed. If no person or entity owns a 10% or greater interest in a listed entity, so state.

## C. 271 POLITICAL CONTRIBUTION DISCLOSURES

### 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
			\$

Check here if the information is continued on subsequent page(s)





**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Hunterdon**

State: Governor, and Legislative Leadership Committees

Legislative District #: 23, & 24

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

County:

Freeholders

County Clerk

Sheriff

Surrogate

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

Alexandria Township

Bethlehem Township

Bloomsbury Borough

Califon Borough

Clinton Town

Clinton Township

Delaware Township

East Amwell Township

Flemington Borough

Franklin Township

Frenchtown Borough

Glen Gardner Borough

Hampton Borough

High Bridge Borough

Holland Township

Kingwood Township

Lambertville City

Lebanon Borough

Lebanon Township

Milford Borough

Raritan Township

Readington Township

Stockton Borough

Tewksbury Township

Union Township

West Amwell Township

Boards of Education (Members of the Board):

Alexandria Township

Bethlehem Township

Bloomsbury Borough

Califon Borough

Clinton Town

Clinton Township

Delaware Township

Delaware Valley Regional

East Amwell Township

Flemington-Raritan Regional

Franklin Township

Frenchtown Borough

Glen Gardner Borough

Hampton Borough

High Bridge Borough

Holland Township

Hunterdon Central Regional

Kingwood Township

Lambertville City

Lebanon Borough

Lebanon Township

Milford Borough

N Hunt/Voorhees Regional

Readington Township

South Hunterdon Regional

Stockton Borough

Tewksbury Township

Union Township

West Amwell Township

Fire Districts (Board of Fire Commissioners):

East Amwell Township Fire District No. 1

Franklin Township Fire District No.1

Lambertville City Fire District No. 1



**SECTION 13: DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**TOWNSHIP OF TEWKSBURY, COUNTY OF HUNTERDON, STATE OF NEW JERSEY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Part I CERTIFICATION**

Bidders **MUST COMPLETE** part 1 by checking **EITHER BOX**. **Failure to check a box 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 EITHER BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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**

**OR**

I am unable to certify as above because I or the bidding entity 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 II**

**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.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Check here if you need to make additional entries, and use additional pages

Name: \_\_\_\_\_ Relationship to Bidder/Vendor: \_\_\_\_\_

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

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

Bidder/Vendor: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**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 below-referenced person or entity. I acknowledge that the Township of Tewksbury 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 contracts with the Township to notify the Township 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 agreements(s) with the Township and that the Township of Tewksbury at its option may declare any contract(s) resulting from this certification void and unenforceable.

Bidder/Vendor: \_\_\_\_\_

Signature \_\_\_\_\_

Print or Type Name and Title \_\_\_\_\_

Date \_\_\_\_\_