

**TOWNSHIP OF FLORENCE  
BURLINGTON COUNTY  
NEW JERSEY**

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**REQUEST FOR PROPOSAL**

**FOR**

**COMPUTER NETWORK MAINTENANCE & SUPPORT**

**SUBMISSION DUE: 10:00 a.m., Tuesday, June 14, 2022**

**NOTICE TO BIDDERS**  
**TOWNSHIP OF FLORENCE**

Notice is hereby given that the Township of Florence (“Township”), located in the County of Burlington in the state of New Jersey, is requesting the submission of proposals from firms to provide the Township with computer support services for the Township’s computer network. Sealed proposals must be received by the Township Clerk no later than Tuesday, June 14, 2022 at 10:00 a.m. prevailing time, addressed to Township of Florence, 711 Broad Street, Florence, NJ 08518. Proposals will not be accepted after the specified time. Proposals must be on the official proposal form which can be downloaded from [www.florence-nj.gov](http://www.florence-nj.gov). All submitted proposals must be enclosed in sealed envelopes and must bear the name and address of the firm submitting and “Request for Proposals for Computer Network Maintenance & Support” on the outside, including the outside of any delivery service envelope.

This RFP is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

All firms are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

## **PROPOSAL REQUIREMENTS AND INSTRUCTIONS FOR COMPUTER NETWORK MAINTENANCE AND SUPPORT**

### **1. GENERAL INFORMATION**

Florence Township is located in the County of Burlington in the State of New Jersey, has a population of 12,540, and is 10.17 square miles.

The services requested involves annual computer support services to the Township's computer network for all municipal offices and departments including Administration, Police, Public Works, and Water Sewer. The firm must be licensed and registered to do business with governmental agencies in the State of New Jersey. The contract period will be for Eighteen (18) months from the date of execution of the contract. The awarded contract will be subject to the availability of funds and payments shall be made to the firm on a monthly basis.

Due to COVID-19 no on-site assessments will be conducted of the server. Please prepare the proposal to the best of your firm's ability based on the technical information provided.

### **2. PROPOSAL INSTRUCTIONS**

All proposals must be submitted on the form of proposal supplied by the Township. All proposal documents should include original signatures. Failure to provide original signatures may be cause for rejection of the proposal at the discretion of the Township.

### **3. OBLIGATION OF FIRM**

Each firm will be presumed to have read and to be thoroughly familiar with the contents of the Request for Proposal, Notice to Bidders, General Information and the Specifications/Scope of Work of the services to be supplied.

### **4. STATUTORY REQUIREMENTS**

Any contract entered into between the firm and the Township must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The firm must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The firm shall sign and acknowledge such forms and certificates as may be required.

- a. Prior to award, the firm must provide a copy of the firm's New Jersey Business Registration Certificate as required by P.L. 2004, c. 57 and P.L. 2009, c. 315 as amended (N.J.S.A. 52:32-44).
- b. Prior to award, the firm must provide a list of all owners or major stockholders who have ten (10) percent or more interest in the company as required by P.L. 1977, c. 33 (N.J.A.C. 52:25-24.2). All firms shall comply

with the act relating to a disclosure statement to conflict of interest as per P.L., 1977, C. 33, and shall submit the completed and signed disclosure statement as attached. Failure to submit this information may be cause for the rejection of the proposal, at the option of the Township.

- c. No firm may be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27). The firm shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:
  1. A photocopy of a valid letter that the firm is operating under a Federally approved or sanctioned affirmative action program; or
  2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
  3. A photocopy of an Employee Report (Form AA302) completed by the firm in accordance with N.J.A.C. 17:27-4 (goods service professional contracts).
- d. Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Firms are required to read American with Disabilities language that is part of the documents attached hereto and agree that provisions of Title II of the Act are made part of the contract. The firm is obligated to comply with the Act and hold the Township harmless.
- e. The Non-Collusion Affidavit, which is part of this proposal, shall be properly executed and submitted with the proposal response.
- f. The firm shall maintain sufficient insurance to protect against all claims under Professional Liability, Workers Compensation, General Liability and Automobile Insurance and certificates of such insurance shall be provided naming the Township of Florence as additionally insured and certificate holder.
- g. Starting in January 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- h. C. 52:32-57 "P.L. 2012, c. 25" prohibits State and Local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. The firm shall properly execute and submit the "Disclosure of Investment Activities in Iran" form with the proposal response.

## **5. BASIS OF AWARD**

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Proposals are evaluated by the Township on the basis of the most advantageous proposal, price and other factors considered. The evaluation will consider:

- a. The firm's experience and reputation in the field including the firm's documented experience in successfully completing contracts of a similar size and scope to the services addressed by this proposal.
- b. The qualifications, including license and experience of the firm's management, supervisory or other key personnel assigned to the contract with emphasis on documented experience in successfully completing work on contracts of a similar size and scope to the services required by this proposal.
- c. The overall ability of the firm to mobilize, undertake and successfully complete the services within the timeline. These criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the firm to perform the services required by this proposal; the availability and commitment to complete assigned tasks in a timely manner; the firm's contract management plan, including the firm's contract organizational chart.
- d. Cost proposal.
- e. The firm's knowledge of New Jersey public entity statutes, rules and regulations as they apply to the Township.
- f. Other factors if demonstrated to be in the best interest of the Township.

## **6. SELECTION CRITERIA AND CONTRACT**

The Township will select the firm deemed most advantageous using the criteria in Section 5 in accordance with price and other factors considered.

The Township reserves the right to reject proposals in accordance with the N.J.S.A. 40A:11 et. seq.

An evaluation team will review all proposals to determine if they satisfy the proposal requirements, determine if a proposal should be rejected and evaluate the proposals based upon the evaluation criteria. The firms whose proposals are determined to have reasonable likelihood of being selected may be invited to present an oral presentation.

Proposals will be evaluated for general compliance with instructions and requests issued in the proposal. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

The contract period shall be for eighteen (18) months from the date of the contract execution. In accordance with 40A:11-15 of the Local Public Contracts Law the Township reserves the right to extend this contract, when mutually agreed upon between the Township and the firm, for not more than two one-year periods or one two-year period.

Any change in price shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time of the contract renewal. The contract extension shall be awarded by resolution of the governing body only upon a finding by the governing body that the services are being performed in an effective and efficient manner, and no extension shall be granted so that the contract runs for more than a total of five consecutive years. Otherwise, the terms and conditions of the contract shall remain substantially the same.

## **7. SCOPE OF WORK**

The proposed scope of work for the project includes the following:

- Network Management responsibility including maintenance of network operating system, anti-virus protection, firewall protection, remote access, software updates including service packs and patches, and license administration.
- Perform recommended maintenance for software and hardware on networked desktop computers.
- Ensure daily onsite and offsite cloud backups are run and test restores once a month.
- Provide recommendations on the replacement of hardware and the upgrading or purchasing of new software.
- Provide call back no more than 1 hour and on-site no more than 4 hours.
- Perform regularly scheduled site visits in order to maintain the network and monitor its performance.
- Respond to any computer problems, whether software or hardware related, and troubleshoot problems in order to restore normal computer and network operability.
- Other computer/technology services as may be required by the Township.
- Provide training and “How To” support.
- Be able to provide the installation of cable, hardware and software.
- Other special projects as requested.

The following are requirements:

1. Must provide three (3) municipalities/contact information for recommendation.
2. Must provide A/V for email.
3. Firewall services such as A/V IPS.
4. Must have O365 conversion experience.
5. Must have knowledge of New Jersey data retention requirements for municipalities.
6. Must be prepared for OPRA request response.
7. Cable installation.
8. New hardware or software installation.
9. Other special projects as they arise.

## 9. TECHNICAL INFORMATION

- 1 Dell PowerEdge Server T430 – Windows Serve 2012 R2 (Imagining)
- 1 HP Server Axcient Backup software
- 1 Dell PowerEdge Server T430 – Vmware EXSI 6.5
- 1 Server 2012r2 VM Domain Controller / File Server
- 1 Server 2012r2 VM Edmunds/Apps
- 1 Dell PowerEdge Server T420 Windows Server 2008R2 File/L3 Communication Server
- 1 Dell PowerEdgeR640 Window Server 2019 with Hyper-V
  - 2 VMs 1 Domain Controller 1 File Server
- 1 Dell PowerEdge R430 for WatchGuard Video System
- 1 HP Server Running Windows Server 2008R2 – Old Domain Controller
- 1 Cisco SF 220-24P 24-Port Gigabit Switch
- 1 M4100-26G POE
- 2 Model IBR600C CradlePoint Routers
- 1 HP 1820-48G
- 1 WD4100 NAS
- 2 Fortinet Firewalls – FWF90D and FT60D
- 2 HP Switches for TWP
- Netgear 24 port unmanaged switch
- 1 D-Link 8-Port Gigabit Switch
- 1 Checkpoint Software VPN firewall router
- 52 Desktop Computers with Windows 10 Pro O/S
- 13 Laptop Computers
- 8 MDTs in cars with Car Modems
- 4 Kyocera Copiers
- 13 HP Printers of different models
- 1 Dell C2665 Printer
- 1 HP T120 24 in. printer
- 1 Receipt printer
- 1 Black and White Copier 1 Linksys Wireless Access Point
- Miscellaneous peripherals and cabling

**Email Hosting** to include 500 email addresses / 50 GB Space

## **10. VENDOR REQUIREMENTS**

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

Installation and support of:

- Microsoft Windows Server 2008 R2, Windows Server 2012R2, Windows Server 2016 and 2019.
- Desktop computers running Microsoft Windows 10 Pro., and later versions of Microsoft Windows.
- Bitdefender Antivirus
- Edmunds proprietary software
- Mitchell Humphrey's Construction Project Manager
- The State of New Jersey E.D.R.S.
- Microsoft Office 2013 – 2019
- WatchGuard Video Systems
- New World RMS
- Aegis Mobile
- IBM 3270 Mainframe Emulation over WAN
- VPN including scripting
- Installation and support of MidAtlantic Great Lakes Organized Crime Network Software
- NCIC crime database connection
- XML printing
- New World Documents and Photo interface
- LIM's and Regional Data Sharing
- CDMA/GSM
- L2 communication equipment Installation and Program Management
- Must pass a criminal background check
- Must have at least one technician with an MCSE
- Must have knowledge of Attorney General's security requirements for CJIS and NCIC
- Must have workstation remote monitoring tool with Help Request system on each desktop



**PRICE PROPOSAL FORM**

A. Regular Maintenance (Scope of Work)

Year 1 \$ \_\_\_\_\_ per month x 12 months \$ \_\_\_\_\_

Year 2 \$ \_\_\_\_\_ per month x 12 months \$ \_\_\_\_\_

B. Out of Scope Hourly Rate (for work not included in scope of work)

Year 1 \$ \_\_\_\_\_ per hour

Year 2 \$ \_\_\_\_\_ per hour

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

**PROPOSAL SUBMISSION DOCUMENTS**

**PROPOSAL DOCUMENT SUBMISSION CHECKLIST**

**TOWNSHIP OF FLORENCE**

**Computer Network Maintenance and Support**

**Failure to submit the following documents is mandatory cause for the proposal to be rejected.**

**N.J.S.A. 40A:11-23.2**

<b>Required With Submission of Bid (When Checked)</b>		<b>Initial Each Item Submitted With Bid (Bidders Initials)</b>
	A bid guarantee as required by <u>N.J.S.A. 40A:11-21</u>	
	Certificate from a surety company, pursuant to <u>N.J.S.A. 40A:11-22</u> "Consent of Surety"	
<b>X</b>	A statement of corporate ownership, pursuant to <u>N.J.S.A. 52:25-24.2</u>	
	A listing of subcontractors as required by <u>N.J.S.A. 40A:11-16</u>	
<b>X</b>	If applicable, bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document(s)	

**Failure to submit the following documents may be a cause for the proposal to be rejected.**

<b>Required With Submission of Bid (When Checked)</b>		<b>Initial Each Item Submitted with Bid (Bidders Initials)</b>
<b>X</b>	Submission of a Non-Collusion Affidavit (this form must be notarized)	
<b>X</b>	A copy of the Firm's business registration as required pursuant to Section 1 of P.L. 2001, c.134 (C.52:32-44)	
<b>X</b>	Disclosure of Investment Activities Iran	

**SIGNATURE The undersigned hereby acknowledges and has submitted the above listed requirements.**

**Name of Bidder:** \_\_\_\_\_

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

**Print Name and Title:** \_\_\_\_\_

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



**STOCKHOLDER DISCLOSURE CERTIFICATION**

**STATEMENT OF OWNERSHIP (OWNERSHIP DISCLOSURE CERTIFICATION)**

**N.J.S.A. 52:25-24.2 (P.L. 1977, C.33, as amended by P.L. 2016, c.43)**

**This Statement Shall Be Included  
With All Bid and Proposal  
Submissions**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Name of person completing this form:** \_\_\_\_\_

**N.J.S.A. 52:25-24.2:**

“No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation’s stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the Federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

**This Ownership Disclosure Certification form shall be completed, signed and notarized.**

**Failure of the bidder/proposer to submit the required information is cause for Automatic rejection of the bid or proposal**

**Part I**

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

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership                       Limited Partnership                       Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): \_\_\_\_\_

**Part II**

I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

**OR**

I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.  
(Please attach additional sheets if more space is needed):**

Stockholders:

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
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**Part III Any Direct or Indirect Parent Entity Which is Publicly Traded:**

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the Federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

[ ] Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

[ ] Submit here the links to the Websites (URLs) containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent.

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**AND**

[ ] Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

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Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_  
(Affiant)

\_\_\_\_\_, 20\_\_\_\_\_  
(Notary Public)

My Commission expires:

**(Print name of affiant and title if applicable)**  
**(Corporate Seal if a Corporation)**



**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.

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 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.

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

SIGNATURE: \_\_\_\_\_  
(Original Signature Required)

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

**QUALIFICATIONS CERTIFICATION**

**EXPERIENCE**

1. Number of year's organization has been in business under your present business name.  
\_\_\_\_\_

2. How many year's experience in this type of work has your organization had? \_\_\_\_\_

3. What are the latest projects (within the last five years) your organization has completed?

	<b><u>Contract Amount</u></b>	<b><u>Date Work Completed</u></b>	<b><u>For Whom</u></b>
A.	\$ _____	_____	_____
B.	\$ _____	_____	_____
C.	\$ _____	_____	_____

Names, addresses and telephone numbers of reference for items listed above:

	<b><u>Name and Address</u></b>	<b><u>Telephone Number</u></b>
A.	_____	_____
B.	_____	_____
C.	_____	_____

The undersigned hereby certifies the bidder making this bid is not on the State of New Jersey list of Debarred, Suspended or Disqualified Bidders. Bidder further certifies they have available resources, equipment, experience and capability to undertake and perform the work described in this specification.

Name of Bidder: \_\_\_\_\_

By Authorized Representative:

Original Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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

**EXHIBIT D: DISCLOSURE OF INVESTMENT ACTIVITIES IRAN**

**OPS Number:** \_\_\_\_\_ **Proposer:** \_\_\_\_\_

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 New Jersey Department of the 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 principles which are the subject of this law, he/she 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 submit a proposal:**

is not providing goods or services of \$20,000.00 or more in 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 section of Iran,

**AND**

is not a financial institution that extends \$20,000.00 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-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of Florence under penalty of perjury. 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 proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlines above by completing the boxes below.**

<p><b>Name:</b> _____ <b>Relationship to Proposer:</b> _____</p> <p><b>Description of Activities:</b> _____</p> <p>_____</p> <p><b>Duration of Engagement:</b> _____ <b>Contact Phone No.:</b> _____</p>
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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 Township of Florence 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 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 agreement(s) with the Township of Florence and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**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**

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

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will 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, gender identity or expression, disability, nationality 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 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable 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, 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 applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

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

The contractor and the Township of Florence (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. S121 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 of 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 obligations 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.