

ATTENTION BIDDERS
FLORENCE TOWNSHIP BID
(2025) ANIMAL CONTROL OFFICER SERVICES

Florence Township will be accepting bids for Animal Control Officer Services. Bids are due no later than Tuesday, November 26, 2024 at 10AM. Bids must be submitted in a sealed envelope to the Attention of: Michelle Chiemiego, CFO/QPA, 711 Broad Street, Florence, NJ 08518. Bid specifications are available at the Municipal Building, 711 Broad Street, Florence, NJ 08518 Monday through Friday 9:00 a.m. to 4:30 p.m. Any questions please call 609-499-2525, or via e-mail at cfo@florence-nj.gov

SUBMISSION OF BIDS

Bids shall be addressed and submitted in accordance with the advertised "Bid Notice". The words "*(2025) Animal Control Officer Services*", the bid date, and the bid opening time shall be stated on the face of the bid envelope. It is the Bidders responsibility to see that their bids arrive on time. Late bids, facsimile or telephone bids will not be considered.

NEW JERSEY BIDDING REQUIREMENTS

The following documents shall be provided in each bid:

- Affirmative Action statement required by N.J.A.C. 17:27-1.1 et seq.
- A non-Collusion statement as required by N.J.S.A. 52-34-15.
- An owner(s) disclosure statement showing all stockholders/owners who have a 10% or larger ownership in the Corporation of the Bidder.
- A copy of a State of New Jersey Business Registration Certificate.
- A copy of Iran Disclosure Statement
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Michelle Chiemiego
CFO/QPA

REQUEST FOR SEALED BIDS

FOR

2025 ANIMAL CONTROL OFFICER SERVICES

SUBMISSION DEADLINE

AT WHICH TIME BIDS WILL BE OPENED IS

Tuesday, November 26, 2024

10:00 AM

ADDRESS ALL BIDS TO:

**TOWNSHIP OF FLORENCE
C/O: MICHELLE CHIEMIEGO
711 BROAD STREET
FLORENCE, NJ 08518**

Submission of Bids

All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, his address and the name of the business entity or service provider for which the bid is submitted. Bids must be addressed to the attention of:

FLORENCE TOWNSHIP
c/o Michelle Chiemiego, CFO/QPA
711 Broad Street
Florence, NJ 08518

All Bids shall include the following fully completed and executed documents:

Non-Collusion Affidavit, Affirmative Action Compliance Statement, Stockholder Disclosure Certification, a State of New Jersey Business Registration Certificate and the Activities in Iran Disclosure Statement.

Bids Forwarded through the Mail

Must contain the following statement on the envelope:

“THIS IS A SEALED BID AND SHALL NOT BE OPENED AND READ UNTIL
WEDNESDAY, NOVEMBER 26, 2024 AT 10AM BY THE TOWNSHIP CHIEF FINANCIAL
OFFICER/QUALIFIED PURCHASING AGENT OR THEIR DESIGNEE.”

The Township will not assume responsibility for bids not delivered in person to the Township CFO/QPA.

Receipt of Bids

All bids must be received before or at the time and date specified in the Request for Bid. As permitted by law, no bid will be received after the specified time.

Reservations

As permitted by law, the Township Council reserves the right to reject any or all bids, to waive irregularities and technicalities, to request re-submissions, and to award bids as the Township Council deems will best serve the interest of the Township.

Questions regarding this Request for Bid may be directed to Michelle Chiemiego, CFO/QPA at (609) 499-2525, or via email at cfo@florence-nj.gov.

I: INTENT

The Township of Florence, County of Burlington and State of New Jersey intends to appoint and fill, for calendar year 2025, with an option to renew for an additional year, the position of Animal Control Officer of the Township of Florence. Sealed proposals will be received and opened at the time, date and place set forth herein.

The General Criteria articulated herein at Section III for the selection of Animal Control Officer have been specifically approved by the Township of Florence. Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The successful proposal shall become a part of the signed contract upon award and execution of said contract.

As per the provisions of *N.J.S.A. 19:44A-20.4 et seq.*, the Township of Florence shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Township of Florence shall be the sole judge of the benefits to Florence Township represented by the submissions pursuant to this Request, Solicitation and Invitation for proposal.

II: INSURANCE

Each proposer must have insurance sufficient to meet the requirements of this section unless otherwise exempted.

During the term of the contract, it shall be the responsibility of the proposer/professional to provide the Township with additional declaration pages of insurance in compliance with this paragraph showing current coverage when any insurance policy expires. Submission of proof of the required insurance coverage in the form of a certificate or certificates of insurance is a continuing condition precedent to service by the professional that receives the appointment.

- Worker's Compensation - in compliance with the Compensation Law of the selected vendor's State of Domicile, this shall include the Other States Endorsement specifically providing for benefits payable under New Jersey State Law.
Statutory Limits for Employers Liability and \$1,000,000 per accident per employee
- General Liability - The selected vendor shall have General Liability with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars.
- Automobile Liability Insurance - With a minimum combined single limit of liability per accident of one million (\$1,000,000) dollars for bodily injury and property damage. This insurance must include coverage for owned, hired, and non- owned automobiles.
- Errors & Omissions - The selected vendor shall have Errors & Omissions Insurance of at least \$1,000,000 Each Claim and \$1,000,000 Per Claim covering the services of this agreement.
- Indemnify and Hold Harmless - The selected vendor shall indemnify and hold harmless the name of the municipality, their officers, and employees from any and all claims or liability arising out of the

activities of the selected vendor, its employees and agents in connection with all activities undertaken by the selected vendor pursuant to the contract.

- Florence Township shall be named as Additional Insured with primary and non-contributory and Waiver of Subrogation endorsements for all coverages except Workers Compensation. A 10-day notice shall be provided to the Township in the event the insurance coverage is being cancelled due to non-payment of premium for all coverages. In addition, a 30-day notice shall be provided to the Township for any material changes, non-renewal and intent to cancel. A copy of the endorsements shall be provided with certificate of insurance for all coverage.

III: GENERAL CRITERIA

All proposals shall be evaluated using the following criteria:

- 1) Professional qualifications;
- 2) Experience generally in the proposer's profession, including exposure to issues likely to be of assistance in properly serving as the Florence Township Animal Control Officer;
- 3) Knowledge of Florence Township;
- 4) Compensation proposal set forth in detail, including request for benefits, if any;
- 5) Other factors if demonstrated to be in the best interest of the Township of Florence.

IV: SCOPE OF WORK

Provide Emergency Support to the Township & Township Police Department for any situation involving domestic animals or wildlife determined to be a public safety issue or involve any human health risk including, but not limited to: reported vicious strays, dogs running at large, injured/sick wildlife determined to be a danger, any animal (domestic or wildlife) injured or in distress, police incidents involving animal removal, fire rescues and situations in which animal cruelty is suspected.

Collection of contained non-injured domestic animals (stray, misplaced or abandoned) and delivery of same to the County Animal Shelter for housing. Notification will be made to owner if animal is identifiable through Township records, chip or tags. Animals will be posted to the chosen bidder social media site and/or other social media outlets to assist in locating the owners of animals that are unidentifiable.

Collection of sick or injured domestic animals (stray, misplaced, or abandoned) and delivery to the Township-approved and contracted veterinarian office for care.

Identifiable sick/injured domestic animals. The owner(s) shall be notified as soon as possible for instruction on the treatment of the animal beyond humane first aid. The owner will be liable for any costs associated with veterinarian services of their animal.

Stray sick/injured domestic animals. The Township will take responsibility for costs incurred (at pre-approved rates negotiated and contracted between the Township and the Veterinarian office) for stray animal veterinarian services.

Collection of injured wildlife (excluding deer) – during normal business hours – and transport to

Woodford-Cedar Run Wildlife Refuge for care.

Removal of deceased domestic animals located in Township roadways and public areas at the request of the Township.

Removal of deceased wildlife (excluding deer) located in Township roadways and public areas at the request of the Township.

Transfer of unwanted pets (animal surrender service) to the County Animal Shelter at a service charge payable by the owner at time surrender is made.

Transport of animal specimen suspected of rabies to County Shelter, and completion of appropriate testing paperwork in conjunction with the New Jersey State Department of Health.

Trapping of stray or feral cats that are not being fed by residents, during Normal Business Hours. All cat trapping will comply with the provisions of N.J.S.A. 8:23A-11a-h.

Trapping for loose dogs or animals that are causing a nuisance or determined to be a danger to residents and transport to County Shelter or Wildlife Refuge.

Removal of deceased deer, at the request and approval of the Township.

Domestic animal bite investigations, confinement and reporting to the County Health Department.

Inspection of kennels and/or containment systems for potentially dangerous dog cases.

Support of HLEO in Animal cruelty and neglect investigations and subsequent court appearances on behalf of the Township.

Issuance of Township violation notices and summonses with Township-provided Citation Book and appearance in Township Municipal Court as required.

Enforcement of rabies shot requirements and licensing follow-up as authorized by the Township.

Implementation of dog census as requested and approved by the Township. Census work would be estimated and submitted for approval as separate work order.

A 24-hour, 7 day per week telephone number for its animal control services. All Township calls will be returned within one hour of receipt.

Detailed monthly reports with relevant supporting intake information from the County Animal Shelter and Woodford-Cedar Run Wildlife Refuge. Township records to be retained for 12 months (deceased/removed animals), one-year (all records/documentation) or until authorization of disposal is received from local, county or State Department of Health (pending investigations).

New Jersey Animal Control is equipped with the necessary vehicles (as required by N.J.A.C. 8:23-A- 1.12), traps and trapping equipment to ensure safe transportation of all animals within the Township.

All animal control services provided shall be carried out by a Certified Animal Control Officer. All Animal Control personnel responding to complaints within the municipality will either be in uniform or have proper credentials in their possession identifying them as an Animal Control Officer.

The initial period of responsibility is January 1, 2025 through December 31, 2025 with a one-year renewal option possible for the period of January 1, 2026 to December 31, 2026 or until a successor is selected subsequent to a new RFP being issued and approved by the Township Council. All contracts are contingent on funding.

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

The CONTRACTOR and the Township of Florence (herein referred to as the Township) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act.

The CONTRACTOR shall indemnify, protect, and save harmless the TOWNSHIP, its agents, servants, and employees from and against any and all suits, claims, losses, demands, 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 TOWNSHIP'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP or if the TOWNSHIP incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The TOWNSHIP shall, as soon as practicable after a claim has been made against it, 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 TOWNSHIP or any of its agents, servants, and employees, the TOWNSHIP shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives. It is expressly agreed and understood that any approval by the TOWNSHIP of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the TOWNSHIP pursuant to this paragraph. It is further agreed and understood that the TOWNSHIP assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause. The 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 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 workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor or subcontractor, where applicable, agrees to comply with 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 attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue 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 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.** The successful professional service entity shall submit to the Township of Florence, 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 vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

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

OR

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

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

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

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder: _____

Pursuant to Public Law 2012, c. 25, and N.J.S.A. 40A:11-2.1, any person or entity that submits a bid or bid 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 the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, and N.J.S.A. 40A:11-2.1, that the person or entity listed above for which I am authorized to submit a bid:

- () is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- () is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township under penalty of perjury. Failure to provide such will result in the bid 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 bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any 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 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 and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

**TOWNSHIP OF FLORENCE
NON-COLLUSION AFFIDAVIT**

State of New Jersey
County of _____

ss:

I, _____ residing in _____

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 Bid for the bid

entitled **Computer Support Services**, and that I executed the said bid with 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 bid and in this affidavit are true and correct, and made with full knowledge that the Township of Florence relies upon the truth of the statements contained in said Bid 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

_____.

Signature

Subscribed and sworn to
Before me this day
_____, 20__

(Type or print name of affiant)

under signature)

Notary public of

My Commission expires: _____

(Seal)

**TOWNSHIP OF FLORENCE
 STOCKHOLDER DISCLOSURE CERTIFICATION
 N.J.S.A 52:25-24.2 (P.L. 1977 c33)**

Failure of the bidder/respondent to submit the required information is cause for automatic rejection

Legal Name of Bidder: _____

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

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
- Limited Partnership Limited Liability Corporation Limited Liability Partnership
- Subchapter S Corporation

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

Business Address:

Street Address	City	State	Zip
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Telephone #	Fax #
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Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who owns ten (10) percent or greater interest therein. Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____	Name: _____
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Home Address: _____	Home Address: _____
_____	_____

Name: _____	Name: _____
-------------	-------------

Home Address: _____	Home Address: _____
_____	_____

Subscribed and sworn before me this ____ day of _____, 20____.

_____ (Affiant)

(Notary Public)
 My Commission expires: _____

_____ (Print names & title of affiant)



**CERTIFICATION OF NON-INVOLVEMENT
IN PROHIBITED ACTIVITIES IN RUSSIA OR
BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the
Appropriate
Box)*

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.](#)

OR

B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.](#)

OR

C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list.](#) However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).