

BID SPECIFICATIONS

BANKING SERVICES

TOWNSHIP OF GREEN
SUSSEX COUNTY
NEW JERSEY

MAYOR
Daniel Conkling

TOWNSHIP COMMITTEE MEMBERS
James Chirip
Margaret (Peg) Phillips
Bader Qarmout
Virginia (Ginnie) Raffay

TOWNSHIP CLERK
Mark Zschack

BID OPENING DATE: May 16, 2019

TIME: 1:00 P.M.



FAIR AND OPEN PROCESS
N.J.S.A. 19:44A-20.4 ET SEQ.

TOWNSHIP OF GREEN

REQUEST FOR PROPOSAL GENERAL BANKING SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Township of Green to obtain "General Banking Services" services as described herein for the Township of Green. Interested respondents to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

The RFP package for this service is available at the Township of Green Municipal Building, 150 Kennedy Road, P.O. Box 65, Tranquility, New Jersey 07879, in the office of the Municipal Clerk, during normal business hours.

Interested respondents shall submit one (1) original; and four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary).

The Township requires that the RFP response must be submitted by **May 16, 2019** at **1:00 p.m.** in the office of the Municipal Clerk at the Township of Green Municipal Building. There will be a public reading of the names and respective cost proposals at **1:00 p.m. on May 16, 2019** at the Township of Green Municipal Building.

Mark Zschack, Township Clerk
TOWNSHIP OF GREEN
Municipal Building
150 Kennedy Road
P.O. Box 65
Tranquility, New Jersey 07879

TOWNSHIP OF GREEN
150 KENNEDY ROAD
TRANQUILITY, NJ 07879
PHONE: (908) 852-9333

**PROPOSAL FOR BANKING SERVICES
DUE: MAY 16, 2019 @ 1:00 P.M.**

I. PURPOSE:

The Township of Green ("Township") is accepting proposals on a money management system for banking services, which is to be implemented as soon as possible. The goals the Township is trying to achieve are as follows:

- A. Maximize interest earned on all Township funds;
- B. Increase effectiveness and efficiency of the Township's cash management program;
- C. Reduce the operating costs of the Finance Department;
- D. Utilize the newest forms of computer and electronic banking;
- E. Consolidation of all major banking activities with one commercial bank located near or in the Township; and
- F. Offer no cost banking services to all Township employees.

Presently, the Township has the following accounts:

1. Current Fund	8. Flexible Spending Account
2. General Capital Fund	9. Open Space Fund
3. Trust Fund	
4. Developer Escrow Fund	
5. Animal Control Trust Fund	
6. Housing Trust (COAH) Trust	
7. Payroll Account	

Under this proposal, one bank would be designated to administer all accounts. For purposes of this proposal, assume that all accounts are to be held by one bank. However, the Township reserves the right to have one or more other banks bank administer one or more accounts.

Checks would be written from these accounts as needed with interest paid on the total cleared balance of all accounts.

The bank must have an all service branch located within 10 miles of the municipal building. Also, if the branch office is not located within ten (10)

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miles of the Township of Green, the bank must provide courier service to the satisfaction of the Township. The proposal must address this issue and any related costs.

The Township uses online banking services to check balances, make wire transfers, transfers between accounts, stop payments, and general transaction inquiries. This proposal should outline the banking institutions internet banking solutions and safeguard procedures.

The Township will consider receiving monthly bank statements on line if all the information can be provided in an acceptable format.

The Township presently maintains an account with an escrow tracking system. While currently there are less than 100 subaccounts in this account, the bank proposal should include the complete information as to the availability and procedures of its escrow tracking accounts.

The Township may consider using an outside vendor's software to take payments via its web-site for property tax and other fee and permit payments. All proposals must show the ability to handle these transactions and be able to provide the platform under which these payments will be made.

The following items are required to be included in the proposals for them to be considered:

- A. Deposit tickets, checks and checkbooks printed and supplied for all accounts without charge to the Township.
- B. All Township accounts to be free of monthly maintenance charges and "bad" check charges.
- C. Escrow tracking services.
- D. Wire transfers, both in and out, provided without charge to the Township.
- E. All cash management services.
- F. Assistance to the Township to earn the highest return on all available funds.
- G. Assistance to the Township apprising new banking services (i.e.: fraud detection, new technology, etc.)
- H. Most recent annual report as well as subsequent submissions during term.
- I. Service consideration for all Township employees, including direct deposit.

- J. Coverage by the Governmental Unit Deposit Protection Act (Provide current letter).
- K. Fees or costs associated for credit card payments to the Township via the Township's website

All proposals should be submitted in clear concise language that will avoid misconception. The interpretation of unclear language shall be made by the Finance Department and will not be subject to further clarification. **All proposals must include a Governmental Unit Depository Act (GUDPA) certificate in order to be considered.** Award for banking services to the Township of Green will be based on the following:

- A. GUDPA certificate included.
- B. Highest potential earning-cash management services.
- C. Lowest average daily balance required.
- D. Lowest costs associated with the credit card services, ACH services, and internet services.
- E. Weighted Average of questionnaire, as determined by the Township.
- F. Convenience of bank and customer service.

The Township reserves the right to:

- A. Reject all bids and proposals.
- B. Terminate the banking relationship at any point in time.
- C. All proposals submitted shall be binding for ninety (90) calendar days.
- D. Proposals received by the Township after the time specified will not be considered.
- E. All information required by the "Request for Proposal" must be supplied to constitute a valid proposal.
- F. Give preference to a Bank that is in close proximity to the Municipal Building.

II. **TERMS OF THE BANKING AGREEMENT:**

- A. The Township is not liable for any costs incurred in the preparation of proposals.
- B. The Township reserves the right to conduct personal interviews or require oral presentations of any or all proposers prior to selection. The Township will not be liable for any costs incurred by the proposer in connection with such interviews. (i.e., travel, accommodations, etc.).

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- C. By submitting a proposal, the proposer certifies that they have fully read and understand the "Request for Proposal" and have full knowledge of the scope, nature, quantity and quality of the work to be performed.
- D. The proposer shall furnish such additional information as Township may reasonably require. The Township reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- E. The Township reserves the right to reject any/or all proposals or to informally negotiate certain points of the final contract with a qualified proposer. The Township reserves the right to split the relationship among different financial institutions if such would provide the Township an overall cost savings. The Township reserves the right to waive minor irregularities in the procedures. The Township further reserves the right to seek new proposals when such a procedure is in its best interest. The Township shall not be obligated to provide reasons for the rejection of any proposal.
- F. The Township does not guarantee any minimum or maximum volume activities or balances. All vendors are to indicate unit prices for all services. Failure to submit all information requested will be considered non-responsive and may be disqualified.
- G. The financial institution must submit a copy of the Business Registration Certificate under the recently enacted C57, Law of 2004 (S1778 signed 6/29/04).
- H. The financial institution must comply with the State of New Jersey Pay to Play regulations.
- I. The financial institution must submit a Business Entity Disclosure Certification for Non-Fair and Open Contracts required pursuant to N.J.S.A. 19:44A-20.8.

III. EVALUATIONS OF PROPOSALS:

The contract will be awarded to the institution(s) that best meets the needs of the Township. The following criteria will be used but not limited to for the evaluation of this proposal:

- A. Responsiveness of the proposal related to the scope of the work.
- B. Ability, capacity and skill of the financial institution to perform the services on a timely basis.
- C. Response to client references
- D. Experience of the financial institution in establishing and maintaining similar accounts.

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- E. Physical proximity of the Township municipal building to banking location.
- F. Net earnings potential.
- G. The reputation, stability, and longevity of the institution.
- H. The quality, availability, and adaptability of the services to the particular need required.

All banks wishing to propose these services must complete the Banking Services Questionnaire in its entirety, including the necessary RFP requirements and return the sealed proposal to the attention of Linda Padula, CFO, Township of Green, 150 Kennedy Road, P.O. Box 65, Tranquility, NJ 07879, no later than **May 16, 2019 at 1:00 p.m. Faxed and/or emailed proposals will not be accepted.**

The winning proposal for banking services will receive a two (2) year contract.

ACTIVITY SUMMARY

The following table summarizes an estimate of the **monthly activity** in nine of the Township's checking accounts and is provided for your convenience. Excluded are the Developer's Escrow Fund and three NJ Cash Management Funds.

Total number of accounts:	<u>9</u>
Total number of checks paid (written) each month:	<u>100</u>
Total number of deposits made each month:	<u>60</u>
Total number of deposited items:	<u>N/A</u>
Total number of stop payments:	<u>0</u>
Total no. of returned deposited items/chargebacks:	<u>0</u>
Total number of incoming wire transfers:	<u>0</u>
Total number of outgoing wire transfers:	<u>1</u>
Total number of ACH items:	<u>2</u>
Aggregate average collected balances:	<u>5,200,222</u>
Monthly Payroll Processing Costs	<u>None</u>
Monthly Credit Card Processing Costs	<u>Future</u>

TOWNSHIP OF GREEN
Banking Services Questionnaire

Bank Name: _____

Branch Location: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

*Responsible Account Agent: _____

* This will be the one individual responsible for the Township of Green's accounts. Direct e-mail and cell phone shall be provided, if awarded contract.

Branch Hours: _____

1. Monthly bank statement:
Closing date: _____
Mail date: _____
Interest posting date: _____

2. Checks sorted for reconciliation? Yes _____ No _____
Available on diskette? Yes _____ No _____
Images available online? Yes _____ No _____

3. Will the images of paid checks that are returned with the monthly bank statements be of both the front and back of the checks? Yes _____ No _____

4. Wire transfers available by telephone? Yes _____ No _____
by computer? Yes _____ No _____
In person at bank? Yes _____ No _____

5. Limit to number of transfers per month? Yes _____ No _____
If yes, how many? _____

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6. Intrabank transfers by telephone? Yes _____ No _____
by computer? Yes _____ No _____
by paper? Yes _____ No _____
7. Daily account balance available
by telephone? Yes _____ No _____
by computer? Yes _____ No _____
8. Permit redeposit of NSF checks? Yes _____ No _____
9. Stop payment by telephone? Yes _____ No _____
by computer? Yes _____ No _____
10. Account analysis available monthly? Yes _____ No _____
11. Availability of Safe Deposit box? Yes _____ No _____
12. Compensating balance required? Yes _____ No _____
13. Annual Report/Financial Condition available. Yes _____ No _____
14. Locked bags for night deposit available? Yes _____ No _____
15. Provide overdraft protection? Yes _____ No _____
16. Are accounts linked for any purposes? Yes _____ No _____
17. Are you able to provide EDI/Corporate Payment Notification (ACH) information? Yes _____ No _____
18. Hour that deposits must be made by for same day credit is: _____
" Wires " _____
19. Interest rate paid on deposits: _____

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Is rate calculated on:
Daily or Average Balance?
Total or collected balance?

Please give example of interest calculation:

20. Account information retention/retrieval process is:

21. Direct deposit of payroll available? Explain procedure:

22. Will bank underwrite costs of Credit Card Fees?
Please list terms and conditions (if any):

23. Explain wire transfer procedure from #4.

24. Explain Stop Payment procedures from #9.

25. Explain funds availability policies.

26. Provide three references, including municipal.

27. List charges, if any, for the following services:

Monthly account maintenance per account _____

Check sorting for reconciliation _____

Check printing per hundred _____

Deposit slip printing per hundred _____

Payroll service per month _____

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Direct deposit per employee

Other payroll charges

Intrabank transfers per item

Outgoing wire transfers per item

Incoming wire transfers per item

Overdraft per item

Returned check per item

Stop payment per item

Deposit processing per ticket and per item

Check processing per item

Information retrieval per item/request

Safe deposit box

Daily telephone calls

Courier Service Daily

Locked bank bag

Night deposit

Escrow Accounting/Tracking service

Duplicate bank statement (per statement)

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28. Please provide the following formulas and calculations, if they apply:

Net Monthly Earnings Calculation:

Average Daily Ledger Balance Calculation:

Reserve Requirement (%): _____ Not applicable

FDIC Insurance Assessment: \$ _____ Per \$1,000 Not applicable

Average Daily Float Calculation: Not applicable

Average Collected Balance Calculation:

Compensating Balance Formula: Not applicable

Earnings Credit Formula:

29. Please provide Credit Card charges:

Application Fee _____

Processing Discount Rates:

Electronic card swiped through machine _____

Partial qualified-card number
Is manually entered _____

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Non-Qualified corporate cards _____

Annual Fee _____

Per Transaction Fee _____

Statement Fee _____

Per Transaction Fee – Pin Pad _____

Hardware/Equipment
(cost and equipment needed) _____

30. Will the bank provide courier service at no charge to the Township? Yes _____ No _____

What is the frequency of courier service? _____

31. The fees/formulas/services indicated are those which will be in effect for the duration of the contract. The rate of interest (Item A) is for sample purposes only, but MUST be completed. The bidder certifies that the formula for affixing the rate if interest will remain in effect for the duration of the contract:

A. Current rate of interest paid on checking accounts for the week of _____, 2019:

B. Proposed services offered and the associated costs:

C. Explanation or example of how interest is calculated on the municipal accounts:

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D. Any other services your bank would offer (If there are conditions and/or charges, please note them):

E. Location of branches in area:

Feel free to attach any additional information that you feel necessary

Completed by:

Name

Date

Title

E-Mail Address

Telephone Number

BIDDER'S BUSINESS REGISTRATION CERTIFICATE

Bidders and their subcontractors, if any, must comply with the provisions of P.L. 2004 c.57 (N.J.S.A. 52:32-44) and submit proof that the bidder is registered with the New Jersey Department of the Treasury, Division of Revenue by including a copy of the Business Registration Certificate issued to the bidder and any subcontractor by the Division of Revenue in the Bid Package returned to the Township.

The only acceptable proof is the "Business Registration Certificate" provided by the New Jersey Division of Revenue.

DISCLOSURE STATEMENT

The undersigned is: _____ An Individual
_____ A Partnership
_____ A Corporation
_____ A Limited Liability Company

Under the laws of the State of: _____

Having its principal office at: _____

By: _____
(Signature of Individual, Partner, Officer
or Member Signing the Proposal.)

Title: _____

(Affix Seal Here)
(Required if bidder is a Corporation)

If a Partnership or a Corporation, give the names of the partners, or all officers of the Corporation with the address of each, as appropriate. Additionally, if the organization is a Limited Liability Company, give the names of the members of the L.L.C. and their addresses:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

ss.:

COUNTY OF SUSSEX)

I, _____, of _____ in the County of _____, and the State of _____, of full age, being duly sworn according to law on my oath, depose and say that:

I am _____ of the firm of _____ the bidder making the Proposal for the above named project, and that I executed the Proposal with full authority so to do; the bidder has not, directly or indirectly, entered into any agreements, 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 the Proposal and in the affidavit are true and correct, all made with full knowledge that the Township of Green relies upon the truth of the statements contained in the Proposal and in the statements contained in this affidavit in awarding the contract for the 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:

(Name of Contractor)

(Title)

Subscribed and sworn to
before me this _____ day
of _____, 2019.

(AFFIX SEAL HERE)

(Affidavit Signature)

(Also type or print name of affiant under signature)

Notary Public of _____

My Commission Expires on _____

THIS FORM MUST BE NOTARIZED

OWNERSHIP STATEMENT

In accordance with N.J.S.A. 52:25-24.2, every corporation, limited liability company and/or partnership submitting a bid, shall submit a statement setting forth the names and addresses of all stockholders in the corporation, members of the limited liability company or partners in the partnership, who own ten (10%) percent or more of its stock, of any class, or any member who owns a ten (10%) or greater interest in the limited liability company of all individual partners in the partnership who own a ten (10%) percent or greater interest therein, as the case may be.

If one or more stockholders, members or partners, is itself a corporation, limited liability company or partnership, the stockholders holding 10% or more of that corporations' stock, or members owns 10% or greater interest in the limited liability company or the individual partners owning ten percent 10% or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, member and individual partner exceeding the 10% ownership criteria established by this notice, shall have been listed. If no one owns more than ten (10%) percent, note by stating "None".

Name of Corporation, Limited Liability Company or Partnership:

Principal place of Business: _____

List of Stockholders, Members and/or Partner with 10% or more interest:

	<u>Name</u>	<u>Address</u>	<u>Percent Ownership</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

(Attach additional sheets if necessary.)

Signature: _____

Name: _____

Title: _____

Date: _____

AFFIRMATIVE ACTION INSTRUCTIONS

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

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

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance.)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete questionnaire in the event that you or your firm is awarded this contract. The necessary forms will be sent by the Township prior to award. This form should be submitted with your bid.

Our company has a Federal or State of New Jersey Affirmative Action Plan approval.

() YES () NO

- A. If yes, attach a copy of the approval to this page. Acceptable approvals are a current letter (not more than one (1) year from date) from the United States Department of Labor or a State of New Jersey Certificate of Employee Information Report.

- B. If no, and you become successful bidder, an Affirmative Action Employee Information Report will be provided and must be submitted within seven (7) days after receipt of the notification of intent to award the contract.

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

SIGNATURE: _____

NAME: _____ TITLE: _____

BUSINESS NAME: _____

DATE: _____, 2019 TELEPHONE NO.: _____

NOTE: ATTACH COPY OF FORM HERE

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF NEW JERSEY}

COUNTY OF _____ } s.s.:

PROPOSAL FOR BANKING SERVICES

I, _____, of the Town/City of _____ in the State of _____ being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of _____, the bidder submitting the Bid Proposal for the above named project, in the capacity of _____ (title), and I have executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law 1975, Chapter 127.

Name of Firm or Individual

Title

Signature

Date

Subscribed and sworn to before me this _____ day of _____ 2019.

Notary Public of New Jersey.

**CERTIFICATION OF BIDDER'S STATUS ON
THE STATE TREASURER'S LIST OF
DEBARRED, SUSPENDED AND DISQUALIFIED BIDDERS**

STATE OF NEW JERSEY

COUNTY OF _____

I, _____, of the _____ of
_____, in the State of _____, of full age, being duly
sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the
bidder making the proposal for the above named project, that I executed the
Proposal, this affidavit and all other bidding documents with full authority to do
so, and that the bidder is not now at the time of submission of this bid included
on the State of New Jersey Treasurer's List of Debarred, Suspended and
Disqualified Bidders.

By: _____ Date:
Deponent's Name

Deponent's Title

Subscribed and sworn to before me
on _____, 2019.

Notary Public of New Jersey

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DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Project: _____

Bidder: _____

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parent, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determine to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. **I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

You must provide a detailed accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON

Name: _____ Relationship to Bidder: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder Contact Name: _____ Contact Phone Number: _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
 FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the (name of business entity) _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the Township Committee) _____ to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the _____ as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address

Part III – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____
 Signature of Affiant: _____ Title: _____
 Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this ____ day _____
 of _____, 2____. (Witnessed or attested by)

My Commission expires: _____

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

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

Check the box that represents the type of business organization:

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

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this ____ day of _____, 2019	_____ (Affiant)
My Commission expires:	_____ (Print name & title of affiant)
	(Corporate Seal)