

**CALIFON BOROUGH
PUBLIC NOTICE FOR THE SOLICITATION OF
REQUEST FOR PROPOSAL & QUALIFICATIONS
FOR PROFESSIONAL SERVICE CONTRACTS
FOR THE PERIOD OF AUGUST 1, 2026, THROUGH DECEMBER 31, 2026**

Notice is hereby given by the Borough of Califon, County of Hunterdon, N.J., that sealed proposals for professionals services, specifically Municipal Attorney, will be received and accepted by the Califon Borough Clerk/Administrator through Thursday July 9, 2026, up until 3:00 PM. prevailing time in the Califon Municipal Building, 39 Academy Street, Califon, NJ, 07830, at which time and place the sealed proposals will be opened and recorded.

Standardized proposal requirements and selection criteria are available from the Brough Clerk/Administrator at chaughey@califonboro.net or at the Borough Clerk/Administrator's Office, 39 Academy Street, Califon, NJ, 07830 between 8:30 am and 4:00 pm Monday – Thursday, excluding holidays, or on the Borough’s website at: www.califonboro.org.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership from (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Borough reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough. The Borough shall award the contract or reject all submissions no later than 60 days from receipt of same.

Caitlin Haughey, RMC, Califon Borough

Dated: June 18, 2026

**REQUEST FOR PROPOSAL/QUALIFICATIONS FOR PROFESSIONAL SERVICE
CONTRACT APPOINTMENTS
FOR THE PERIOD OF AUGUST 1, 2026, THROUGH DECEMBER 31, 2026**

Issued by the
Borough of Califon

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Borough of Califon (hereinafter the "Borough") seeks to engage a Municipal Attorney for the term of August 1, 2026, or upon appointment, whichever is later, until December 31, 2026. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

Preparation:

II. RECEIPT AND OPENING OF SUBMISSIONS

OWNER AND PROJECT: The Borough of Califon, Hunterdon County, New Jersey (hereinafter called the "OWNER") invites submissions for the municipal professional positions(s) listed in the Public Notice for Solicitation of RFPs and described more particularly herein at Exhibit A.

QUALIFIED APPLICANTS: Applications will be accepted from any individuals, corporations, or non-profit entities appropriately qualified to perform a particular professional service as specifically defined by this RFP or as otherwise required pursuant to the laws of the State of New Jersey.

The Borough requires that proposals be submitted in the following format or may not be considered:

Four (4) copies of your submission shall be submitted, as well as a digital copy of the proposal on a USB Drive, in a sealed envelope that must be marked designating the "MUNICIPAL ATTORNEY PROPOSAL," "Sealed Submission Enclosed" and addressed to:

Caitlin Haughey, RMC
Califon Borough
39 Academy Street
Califon, NJ 07830

The proposal must be received no later than ***Thursday, July 9, 2026, up until 3:00 PM***, prevailing time. Submissions delivered by fax, electronic mail or other digital file transfer protocol will NOT be accepted. The Owner will not be responsible for submissions forwarded

by hand-delivery, the U.S. Mail or any other delivery service in the event delay or losses in transit that may result in a submission being delivered after the appointed time or to a location other than the appointed place identified above.

Proposal submissions will be opened on *Thursday, July 9, 2026, at 3:00 PM* and recorded by the Borough Clerk, or her designee at that time.

Any inquiry concerning this RFP should be directed in writing to:

Caitlin Haughey, RMC
Califon Borough
39 Academy Street, Califon, NJ 07830
Email: chaughey@califonboro.net

COMPLETION OF SUBMISSIONS: Each submission must be provided on a Standardized Submission Form as supplied in the RFP package and signed by the submitting professional or principal of the professional services entity thereof and shall contain the name, address, and telephone number of the professional services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections.

The Standardized Submission Form shall be fully completed and accompanied by (1) a Non-Collusion Affidavit, (6) a Professional Services Entity Information Form, (7) a Qualifications Submission, (8) an Acknowledgement of Corrections, Additions or Deletions Form, and (9) Combined Certification: Prohibited Activities in Russia and Belarus & Investment Activities in Iran. All forms listed above, (1 through #9) shall be completed in their entirety.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough will not be responsible for any costs associated with any oral or written presentation related to the proposals.

ERRORS IN SUBMISSIONS: If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

SUBMISSIONS NOT IN COMPLIANCE: The Owner reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals, in accordance with the Fair and Open Public Solicitation Process for Professional Service(s) pursuant to P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 et seq.). The OWNER reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the OWNER reserves the right to re-solicit proposals. Prior submissions may not be renewed or re-issued in the event of a re-solicitation.

MODIFICATION OF SUBMISSIONS: Any professional services entity who responded to this RFP may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The OWNER must receive delivery of a modification at the appointed location stated above prior to the closing time for submission of bids. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

WITHDRAWING SUBMISSIONS: Submissions forwarded to the Borough Clerk and/or her designated representative before the time of opening of submissions may be withdrawn upon written application of the applicant or principals of the professional services entity who shall be required to produce evidence of their authority on behalf of the professional services entity involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time for public opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

III. MINIMUM QUALIFICATIONS FOR PARTICULAR POSITIONS

All vendors responding to this RFP must establish that they meet the minimum qualifications for the particular position(s) that a vendor applies for. Exhibit A to this RFP lists the professional service appointments for which the Borough is requesting submissions and identifies the minimum qualifications for each position. In addition to the minimum qualifications, the exhibit also provides examples of the respective tasks and services that the Borough reasonably expects to be performed by each position.

IV. MANDATORY CONTENTS OF PROPOSAL FOR ALL PROFESSIONALS:

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

APPLICANT INFORMATION. State the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual applicant responsible for the preparation of the proposal.

Executive Summary. Each applicant must provide a statement of not more than two pages, identifying and substantiating why the vendor is best qualified to provide the requested services.

PROFESSIONAL ABILITY & STAFFING: The applicant must also describe its ability to provide the services in a timely fashion taking into account, among other things, staffing, familiarity with the Borough, office location(s) and availability of key staff. Submissions must include a staffing plan identifying the name(s) of the persons who will be assigned to the engagement (excluding unlicensed paraprofessionals and support staff). The plan must identify the person who the vendor intends to designate as the responsible person for oversight of all services under the engagement. This section should include the relevant resume information

for the professional staff who will be assigned, and at a minimum, describe the person's relevant professional experience, years and type of experience, and number of years with the vendor. The Borough expects all of a Vendor's professionals assigned to the engagement to be enthusiastic participants in Borough Administration's efforts to seek positive change and foster the efficiency of the Borough government.

The vendor and its designee are responsible for managing the overall provision of contracted services in addition to any individual performance of work on a particular assignment or project. Management of the engagement should be guided by industry-specific management practices and appropriate oversight of workflow based on the vendor's professional judgment. This generally includes the vendor's involvement in creating and reviewing project plans for approval as appropriate; evaluating project timelines and internal work deadlines to reasonably advise Borough officials of relevant deadlines or changes; timely communication with Borough officials, or external stakeholders as needed, concerning the provision of professional services or project work, including proactive or after-action reporting as required in response to substantial deadline modifications or project delays.

All individuals assigned to provide services in this engagement will be expected to conduct themselves in compliance with the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. as well as any industry, occupational or governmental codes of conduct or standards that are applicable to a particular licensed profession or by virtue of appointment as an official of the municipality. The Borough's engagement with Vendor is an independent contractor relationship. No employer-employee or joint employer relationship shall exist between the Borough and any of the principals, employees, or agents of the vendor.

COSTS & FEES: Provide a fee proposal for the time period of August 1, 2026 through December 31, 2026.

For professionals billing hourly rates, invoices shall include: (a) matter name, (b) professional's name, (c) hourly rate, (d) the time spent on each task or service, (e) total charge for each billing entry, (f) itemized list of any expenses, (g) detailed description of the task or service performed.

If applicable, an applicant can include a flat-fee retainer for general services, as well as associated hourly rates of each of the individuals who will be performing services and all expenses for projects or services that may require hourly billing. **Note:** The Municipal Attorney is required to attend the twice-monthly Borough Council meetings, held on the first and third Tuesday of each month, with some exceptions, beginning at 7:00 PM. The Municipal Attorney may attend many meetings virtually, via Zoom, but will be required to attend some in person.

A proposal showing minimum and maximum ranges is not acceptable. No billing shall be charged for clerical or secretarial work. Charges for this work shall be covered in the professionals' hourly rate.

Billing for reimbursement of travel expenses by the vendor must be approved in advance by the CFO or his/her designee.

All bills must be submitted within 60 days of work being completed, unless a written exception is given, otherwise the bill may not be eligible to be paid by the Borough and Contractor agrees to forfeit all future rights to being paid for such bills.

All respondents agree to being open to providing certain services on a flat rate retainer, as well as abide by best practices in terms of hourly billing as may be appropriate for projects or services that may require hourly billing.

PAST PERFORMANCE: Applicant's submission must describe the vendor's experience in performing services similar to those described in this RFP, with documented past performance of same and/or similar service, with reference to at least two projects or positions held in the last three years that includes:

Name of position/Project

Purpose of position/project

Indicators used to measure performance, and the results

REFERENCES: Five references, including three current clients for whom services have been provided for at least three years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.

TECHNICAL PROCESS AND EQUIPMENT: Describe any specialized or technical process, software, services or equipment used by the Vendor in performing the services for the position(s) applied for. In addition to any position-specific processes or equipment, Applicant should describe relevant record/document management policies and practices the used in relation to client documents or professional work product. To the extent professionals maintain custody of any original or official Borough records and related work product, or copies of the same, a vendor is responsible for:

- 1.) Ensuring a regular backup of digitally stored client documents, or equally effective redundancy system, is in place that allows Vendor emergent access to backup information within 48 hours should primary storage be compromised;
- 2.) Ensuring digital files containing confidential, sensitive or PII (Personally Identifiable Information) are stored and transmitted securely within accepted commercial or governmental standards through encryption or secure file transfer protocols appropriate for particular data;
- 3.) Maintain processes to prevent access or removal of documents containing confidential, sensitive or PII (Personally Identifiable Information) by persons other than vendor, or as needed, limit access to such documents by specific vendor principals, employees or agents as necessary to preserve confidentiality or to avoid potential conflicts. Similarly

maintain sufficient physical security to secure related hard copy files that it may maintain on its premises;

- 4.) Maintain familiarity with the State of New Jersey records retention schedule relevant to Borough records and cooperate in searching for and providing potentially responsive records in response to Open Public Records Act requests directed to the Borough. Vendor's cooperation must also include making a staff member available for consult with the Borough's Custodian of Records and Borough Attorney within 72 hours of being notified of such request and may also require a certification from Vendor regarding its efforts in any search for responsive documents.

V. SELECTION PROCESS

All timely submitted proposals will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names for the same professional service shall not be considered. Submissions, which are obviously unbalanced, may be rejected at the option of the OWNER. The OWNER reserves the right to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

The OWNER expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the OWNER'S judgment serves its best interests. For vendors that satisfy III. "Minimum Qualifications for Particular Positions" and IV. "Mandatory Contents of Proposal for All Professionals" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

The vendor's general approach to providing the services required under this RFP.

The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.

The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

Costs and fee schedules.

VI. SELECTION AND AWARD OF CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties. The contracting unit shall award the contract or reject all submissions within such time as may be specified in the invitation for submission above, but in no case no more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. The award of the Contract for this service will not be made until the Borough's Chief Financial Officer has certified the availability of funds as required by law.

VII. PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

Applicant entities who are awarded a contract are directed to any provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work or professional services entities themselves and are expected to maintain compliance with any such laws.

CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS: Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

CONTRACT TERM: Pursuant to N.J.S.A. 40A:11-3(b), ..." contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months".

GENERAL REQUIREMENTS/INFORMATION: The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by Borough of Califon and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

VIII. PAYMENT

Checks are processed by the Borough of Califon's Finance Department prior to each Borough Council meeting. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted no later than the prior Thursday. The Borough reserves the right to review, comment, accept, or reject any invoice or billable item before paying it. It is the

Vendor's responsibility to ensure all bills are submitted within 60 days of the work being performed, or eligibility to be paid may be forfeited.

The Vendor is expected to raise any issues or concerns regarding billing, time, or capacity with the Borough Administrator, upon the Vendor's reasonable discovery of such issues.

IX. TRANSITIONAL PERIOD

In the event that a new award has not been made by the expiration date of this contract, the Borough may elect to policies continue its relationship with the professional services entity under the same terms and conditions of this contract until a new contract is awarded. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

BOROUGH OF CALIFON
STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA
(FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)

The Borough of Califon is seeking sealed submissions in response to a Public Notice of the RFP/RFQ for the Solicitation of a Professional Service Contracts.

The standardized submission requirements shall include information relevant to Vendor's Minimum Qualifications and Mandatory Requirements as set forth in Sections III and IV of the RFP, particularly as they relate to the following categories:

- A.1. INFORMATION ESTABLISHING THAT VENDOR MEETS THE MINIMUM QUALIFICATIONS FOR THE POSITION
- B.1. APPLICANT INFORMATION.
- B.2. EXECUTIVE SUMMARY.
- B.3. PROFESSIONAL ABILITY & STAFFING.
- B.4. COSTS & FEES.
- B.5. PAST PERFORMANCE
- B.6. REFERENCES
- B.7. TECHNICAL PROCESS AND EQUIPMENT

The selection criteria to be used in evaluating contracts shall include:

Responsive proposals that satisfy III. "Minimum Qualifications for Particular Positions" and IV. "Mandatory Contents of Proposal for All Professionals" will be evaluated by the Borough. The Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The vendor's general approach to providing the services required under this RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e. Costs and fee schedules. The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

**BOROUGH OF CALIFON
SUBMISSION FORM**

A. MINIMUM QUALIFICATIONS FOR PARTICULAR POSITIONS

1. Please identify the position Vendor is applying for and provide information sufficient to establish that Vendor meets the minimum qualifications for such position as set forth in Exhibit A.

B. MANDATORY CONTENTS OF PROPOSAL FOR ALL PROPOSALS

1. **APPLICANT INFORMATION.** State the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual applicant responsible for the preparation of the proposal.

2. **Executive Summary.** Provide a statement of not more than two pages, identifying and substantiating why the vendor is best qualified to provide the requested services.

3. **PROFESSIONAL ABILITY & STAFFING:** Describe Vendor's ability to provide the services in a timely fashion taking into account, among other things, staffing, familiarity with the Borough, office location(s) and availability of key staff. Please include a staffing plan identifying the name(s) of the persons who will be assigned to the engagement, in addition to identifying, the person who the Vendor intends to designate as the responsible person for oversight of all services under the engagement. This section should include the relevant resume information for the professional staff who will be assigned, and at a minimum, describe the person's relevant professional experience, years and type of experience, and number of years with the vendor.

4. **COSTS & FEES:** Provide a fee proposal for the time period of August 1, 2026 – December 31, 2026.

5. **PAST PERFORMANCE:** Describe the Vendor's experience in performing services similar to those described in this RFP, with documented past performance of the same and/or similar service, with specific mention of at least two projects completed or positions held in the last three years that includes:

- a. Name of position/Project
- b. Purpose of position/project
- c. Indicators used to measure performance, and the results

6. **REFERENCES:** Provide five references, including at least three current clients for whom services have been provided for at least three years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.

7. TECHNICAL PROCESS AND EQUIPMENT: Describe any specialized or technical process, software, services or equipment used by the Vendor in performing the services for the position(s) applied for. In addition to any position-specific processes or equipment, describe relevant record/document management policies and practices the used in relation to client documents or professional work product Vendor uses in compliance with any records security or preservation requirements listed in the RFP.

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Email: _____

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 bidder agrees as follows:

The Bidder 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 bidder will ensure that equal employment opportunity is afforded to such applicants in recruited 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 bidder 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 bidder or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, 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 bidder 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 bidder's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The bidder 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, 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 bidder 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 bidder 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 bidder 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 (electronically provided by the division and distributed to the Public Agency through the division's website at www.state.nj.us/treasury/contract_compliance).

The bidder and its subcontractors shall furnish such reports or other documents to the Div. of Purchase and 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 Div. of Purchase & Property, CCAU & EEO Monitory Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

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

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

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

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

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

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

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

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

COMPANY:

SIGNATURE:

PRINT NAME: _____ TITLE: _____

DATE: _____

BUSINESS REGISTRATION CERTIFICATE

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Borough of Califon) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury; Division of Revenue shall be provided at the time any submission is received; failure to do so is a fatal defect that cannot be cured. This law covers construction as well as non-construction submissions.

Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busregcert.htm

Goods & Services Contracts (including purchase orders):

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates, that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

BOROUGH OF CALIFON PROPOSAL SHEET

REQUEST FOR QUALIFICATIONS AND PROPOSAL

PROFESSIONAL SERVICE TITLE:

Company Name: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title:

Telephone #: _____ Email: _____

Fee for Serving as _____
(Insert Professional Service Title)

\$ _____
(Insert Fee)

Please check if _____ Hourly or _____ Retainer
(Check One)

Attach a schedule of hourly rates and any additional fees charged.

Schedule Attached: Yes _____ No _____
(Check One)

**BOROUGH OF CALIFON
NON-COLLUSION AFFIDAVIT**

State of New Jersey
County of Hunterdon

ss:

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

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

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

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

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

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

_____.

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

(Seal)

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

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

OR

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

Check the box that represents the type of business organization:

____ Partnership ____ Corporation ____ Sole Proprietorship

____ Limited Partnership ____ Limited Liability Corporation ____ Limited Liability Partnership

____ Subchapter S Corporation

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

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

BOROUGH OF CALIFON

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the Mayor and Borough Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

Printed Name and Title)

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit 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. 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature			Date