

REQUEST FOR PROPOSALS

Development of a hydrodynamic and sediment transport model of
the Sawmill Creek Wildlife Management Area



**The New Jersey
Sports and Exposition Authority**

March 2022

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1.0 GENERAL INSTRUCTIONS

1.1 Invitation to Submit Qualifications

1.1.1 Background: The New Jersey Sports and Exposition Authority (NJSEA) is soliciting technical proposals to establish a contract through negotiations with qualified vendors to develop a hydrodynamic and sediment transport model for the eastern portion of the Sawmill Creek Wildlife Management Area (Sawmill Creek) located in Lyndhurst and Kearny, NJ.

This task is part of a larger EPA-funded project that is being undertaken to fill existing data gaps, further our understanding of the site's dynamics, and gather information needed to help restore the eroding high and low marshes of the Sawmill Creek. Under this grant, NJSEA will be studying marsh elevation changes with the use of Sediment Elevation Tables, updating the site's tidal datum and biological benchmark data, and testing the site's soils and sediment to understand its general agricultural and geotechnical characteristics. The information that NJSEA develops will be coupled with the results from the modelling to inform future ecological restoration designs.

The Sawmill Creek was established in July 1974 by a partnership between the NJ Department of Environmental Protection and the Hackensack Meadowlands Development Commission (now the NJSEA). The marsh and its mudflats are an important resource to the Meadowlands and the surrounding New York/New Jersey Harbor Estuary because of the functions that the marsh provides including filtering water, absorbing storm surges and providing habitat for wildlife. However, while it is an important resource, this portion of the Meadowlands has undergone a great amount of ecological change due to anthropogenic causes and, as a result, extensive areas that were formerly vegetated wetlands that sequestered carbon have transitioned to open water and mudflat that now act as a carbon source. Wildlife habitats are being lost through erosion, the large open water expanses provide no protection (e.g., wave attenuation) for adjacent infrastructure (i.e., the western spur of the NJ Turnpike), and sea level rise and a lack of sediment re-nourishment continue to threaten the remaining areas of vegetated marsh.

In addition, current data from an on-going carbon flux measurement study indicates that the eroding high and low brackish marshes within the Sawmill Creek act as a carbon sink, while the increasing areas of mudflat act as a carbon source. What is unknown is the amount of organic carbon stored in the sediments, what potential there might be for additional organic carbon storage if brackish marsh were restored, and what would happen to the organic peat deposits now locked within the sediments if climate change, sea level rise and other stressors continue to impact the Sawmill Creek.

Based on information developed in this study coupled with future climate change information provided in State reports and analyses, the team will develop a series of potential restoration strategies that focus on maximizing the site's potential for providing habitat and sequestering carbon, under changing climate. After the restoration strategies are developed, the team will then estimate the site's potential future carbon storage given the various restoration strategies.

1.1.2 **Area:** The project area, shown on Figure 1, includes the eastern portion of the Sawmill Creek which is bounded to the south by the abandoned Norfolk Southern Rail Line, to the west by the Western Spur of the NJ Turnpike, to the north by Kingsland Creek, and to the east by the Hackensack River.

1.1.3 **Deliverables:** The following will be outputs of the modeling task:

- A complete 2D hydrodynamic model of the project site, which accurately represents water level, current velocity, and wave dynamics at the site; and,
- A 2D sediment transport model that accurately represents sediment dynamics at the site.

1.1.4 Request for Proposal & Project Schedule

Milestone	Date
Publish RFP	March 14, 2022
Distribute RFP	March 16, 2022
Mandatory Pre-bid meeting at NJSEA (via Zoom)	March 21, 2022, 11 a.m.
Questions/Requests for Clarifications due	March 31, 2022
Final Addendum Distributed	April 7, 2022
Proposal due to NJSEA	April 18, 2022, 12 p.m.

1.2 Qualifications

1.2.1 The work of this Contract shall be performed by a company with recent hydrodynamic and sediment transport modelling experience in tidal waters. Background and information on why proposer is suited to perform the requirements of this RFP including relevant projects, experience with relevant agencies, and experience working in the particular landscape context is required.

1.3 Preparation of Submittal

1.3.1 All Submittals must be received by the NJSEA **no later than 12:00 p.m. on April 18, 2022**. Submittals will **NOT** be accepted after the aforementioned date and time.

1.3.2 The Submittals shall be as specified herein. **Three (3) copies shall be submitted**. If made by a corporation (joint venture, associated firms, etc.), it shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign it. One or more of the partners shall sign if the respondent is a company or partnership.

1.3.3 The Submittals shall be furnished in a sealed envelope with the following information clearly indicated on the outside of the envelope: name, address, and telephone number of the Respondent; and name of this project: Development of a hydrodynamic and sediment transport model of the Sawmill Creek Wildlife Management Area – Request for Proposals - NJSEA 2022

1.3.4 Along with the Submittal (whether electronic or printed), the following completed documents, detailed in Section 4.0 of this document, shall be attached:

Submittal Form
Disclosure Form
Moral Integrity Affidavit Form
Chapter 51, Executive 117
McBride Principles Form
Public Law 2005: Chapter 271
Disclosure of Investment Activities in Iran Form
Set-Off for State Tax for Contract
Proof of Valid Business Registration
Experience Affidavit
Corporate Resolution
Non-Collusion Affidavit
Affidavit of Authorization

1.3.5 Any Submittal may be withdrawn prior to the date and time noted in Section 1.3.1 above.

1.3.6 All questions concerning this RFP must be submitted in writing and shall be directed to Terry Doss, Co-Director of NJSEA's Meadowlands Research & Restoration Institute (tdoss@njsea.com).

1.4 Directions for Submission

1.4.1 As previously indicated, submittals must be received **no later than 12:00 p.m. on April 18, 2022**. Extensions will NOT be granted.

1.4.2 Submittals shall contain the following:

- i. Cover Page
- ii. Title Page on company letterhead with name, address, and telephone of the respondent, as well as the primary contact person and their email address
- iii. Scope of Work
- iv. Project Schedule with milestones and assumed NJSEA review periods
- v. Vendor Qualifications (no more than 5 pages)
- vi. Examples of Similar Work Experience
- vii. Resumes of Key Personnel to be assigned to the project team (no more than 2 pages per person)
- viii. Three Work References with contact information (phone and e-mail)
- ix. Cost Proposal
- x. Documents specified under Section 1.3.4

1.4.3 Respondents shall provide three (3) copies of the submission to:

**Terry Doss, CERP
Co-Director, MRRI
New Jersey Sports and Exposition Authority
One DeKorte Park Plaza
P.O. Box 640
Lyndhurst, New Jersey 07071**

1.4.4 **Cost Proposal:** A cost proposal should be included with submission. The respondent shall clearly state the proposed cost to complete the study and detail how the cost proposal was determined. **Vendor shall submit a not-to-exceed price for the completion of the contract, which shall be the basis for evaluation of the contract cost.** The cost proposal shall include the following information:

- i. Salary rate table identifying key personnel, job titles, role in project, and salary rates;
- ii. Level of effort by task for key personnel;
- iii. Cost breakdown by task, including labor, travel, other itemized direct expenses, overhead, and fixed fee; and Subcontractor costs, if applicable, including breakdown on a task basis.

1.4.5 **Inquiries:** Questions regarding the RFP must be submitted in writing and should be submitted electronically to Terry Doss (tdoss@njsea.com). All questions must be submitted no later than **12:00 p.m. on March 31, 2022**. Questions and answers regarding the RFP will be shared with all bidders known to be interested in submitting a proposal by **12:00 p.m. on April 7, 2022**.

1.5 Proposal Evaluation

1.5.1 Evaluation Process and Highest Scored Bidder

Proposals will be evaluated based on “price and other factors.” An evaluation team will review in detail all proposals that are received to determine the Highest Scored Bidder.

The NJSEA reserves the right to determine the suitability of proposals on the basis of a proposal’s meeting administrative requirements, the review team’s assessment of the quality and performance of the equipment and services proposed, and cost.

During the evaluation process, the NJSEA may require a bidder’s representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

- 1.5.2 **Proposal Evaluation Criteria:** The following criteria will be used in reviewing and comparing the proposals and determining Highest Score Bidder. The weight to be assigned to each criterion appears following each item.

	Description	Max Point Value
i.	General experience and qualifications of the firm	20
ii.	Client References	5
iii.	Degree to which Firm's Proposal indicates compliance with contract requirements	15
iv.	Demonstrated understanding of the issues relevant to this project	30
v.	Value of Price Proposal	30
	TOTAL MAXIMUM POINT VALUE	100

- 1.5.3 **Proposal Selection:** Proposals will be ranked and selected based on the above criteria. Upon award, NJSEA and selected vendor shall negotiate and execute a final contract based on the terms set forth in the RFP and submitted proposal.

- 1.5.4 **Award and Execution of Contract:** The evaluation team will recommend a winning proposal to the NJSEA Board of Commissioners. Final award shall be subject to approval by the NJSEA Board of Commissioners. Upon selection, the NJSEA and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections below.

No contract or agreement, express or implied, shall exist or be binding on the NJSEA before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by the NJSEA in its sole discretion, the NJSEA may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFP.

Questions regarding the NJSEA's award of any business on the basis of proposals submitted in response to the RFP, or on any other matter in connection with the selection process, should be addressed in writing to Anna Acanfora, Co-Director of Finance/Accounting at aacanfora@njsea.com.

1.6 Business Registration Certificate

- 1.6.1 Pursuant to N.J.S.A. 52:32-44, the New Jersey Sports & Exposition Authority ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate

on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

- 1.6.2 Prior to the contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).
- 1.6.3 Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.
- 1.6.4 During the course of contract performance:
 - a) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
 - b) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
 - c) The contractor and any subcontractor providing goods and performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-Reg and be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.
- 1.6.5 Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.
- 1.6.6 Pursuant to N.J.S.A 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

1.7 Emergency Purchases or Contracts

- 1.7.1 For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

1.8 Authorization to do business in New Jersey

- 1.8.1 Corporations not incorporated in the State of New Jersey shall submit with their Bid a certification from the Secretary of the State of New Jersey, indicating that said corporation is authorized to transact business in the State of New Jersey. All non-residents of New Jersey shall designate a registered agent in the State of New Jersey upon whom service can be made. A duly executed written statement accompanying the Bid shall show this designation.

1.9 Interpretation

- 1.9.1 Only the interpretations and/or corrections issued as a written Addendum signed by Terry Doss, Co-Director, MRRI shall be binding. No other source is authorized to give information regarding any explanation or interpretation. Written addenda shall be sent via e-mail to all who obtain a copy from the NJSEA. To be considered for a response, all questions must be received electronically or in writing **on or before 12:00 p.m. on March 31, 2022.**

1.10 Causes for Rejection

- 1.10.1 Submittals may be rejected for any or all of the following reasons:

- i. Failure to provide a valid Business Registration Certificate
- ii. Vendor's lack of responsiveness to required certificates & documents
- iii. Failure to disclose potential conflict of interest
- iv. Failure to include any required information with the submittal
- v. When the NJSEA deems that it is in its best interest to do so

- 1.10.2 The NJSEA reserves the right to waive any and all minor irregularities and informalities in the submission, and to request clarification of submission prior to qualifying a Vendor.

1.11 Bonds and Insurance

- 1.11.1 The selected Vendor will be asked to furnish the NJSEA with satisfactory proof that it has obtained the insurance described below from insurance companies or underwriters satisfactory to the NJSEA. The Vendor shall keep such insurance in force until each and every obligation assumed under the Contract has been fully and satisfactorily performed. The NJSEA, and property owners who have an executed access agreement with the NJSEA, shall be named as additional insured under all policies, except the Compensation Insurance and the Professional Liability Insurance.
- 1.11.2 The selected Vendor will be asked to furnish the NJSEA certificates for the following types of insurance showing the type, amount, and class of operations insured, and the effective and expiration dates of the policies.

- i **Vendor's Public Liability and Property Damage Insurance** - including Independent Vendor's Completed Operations and Contractual Liability Insurance with combined single limits of not less than one million dollars (\$1,000,000) each occurrence and with an annual aggregate of three million dollars (\$3,000,000) with respect to bodily/personal injury and property damage. Said policies of insurance shall contain a provision or endorsement providing insurance protection against property damage caused by explosion or collapse; and against damage to or interference with other facilities.
- ii **Vendor's Vehicle Liability Insurance** - for "any auto/vehicle" for the duration of the Contract for bodily injury/property damage with a combined single limit of one million dollars (\$1,000,000).
- iii **Professional Liability Insurance** - shall be maintained during the course of this agreement. Said insurance shall consist of an errors and omissions policy in the amount of one million dollars (\$1,000,000). The Vendor shall pay any policy deductibles. Any and all subcontractors also must maintain insurance to cover their work associated with the project or alternatively such subcontractors must be insured under the policy of the Vendor.
- iv **Compensation Insurance** - coverage "B", as required by state law for all employees who will be engaged in the work associated with this Contract. The Vendor shall require all subcontractors to provide similar workmen's compensation insurance for all of their employees, unless those employees are covered under the Vendor's insurance. If any employees engaged in hazardous work under this Contract are not protected under the workmen's compensation statute; the Vendor (and any subcontractors) shall also provide adequate employer's liability insurance protection of those employees.
- v All insurance certificates shall stipulate that the insurance will not be changed or canceled without giving at least 60 days written notice to the NJSEA by certified mail.

1.12 Affirmative Action

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 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 to the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

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

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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, 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:

- i. Letter of Federal Affirmative Action Plan Approval

- ii. Certificate of Employee Information Report
- iii. 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 Contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program 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 Purchase and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1et seq.

1.13 Requirements Of Public Law 2005, Chapter 51, N.J.S.A. 19:44a-20.13-25 (Formerly Executive Order 134) And Executive Order 117 (2008)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, then-Governor James E. McGreevey issued Executive Order 134 on September 22, 2004. To this end, Executive Order 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. Executive Order 134 was superseded by Public Law 2005, c. 51, which was signed into law on March 22, 2005 ("Chapter 51").

On September 24, 2008 Governor Jon S. Corzine issued Executive Order No. 117 ("E.O. 117"), which is designed to enhance New Jersey's efforts to protect the integrity of procurement decisions and increase the public's confidence in government. The Executive Order builds upon the provisions of Chapter 51. Pursuant to the requirements of this Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

DEFINITIONS - For the purpose of this section, the following shall be defined as follows:

- 1.) Reportable Contributions – contributions, including in-kind contributions, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.
- 2.) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation, any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation,

any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of “business entity,” that individual’s spouse or civil union partner and any child residing with that person. Contributions made by a spouse, civil union partner or resident child to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides are permitted.

3.) Officer – a president, vice president with senior management responsibility, secretary, treasurer, chief executive officer, or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.

4.) Partner – one of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

BREACH OF TERMS OF THE LEGISLATION – It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

CERTIFICATION AND DISCLOSURE REQUIREMENTS

1.) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity

has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, to any State, county, municipal political party committee, or to any legislative leadership committee during certain specified time periods.

2.) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by either Chapter 51 or Executive Order 117 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. 527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

3.) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at shall be provided to the intended awardee with the Notice of Intent to Award.

STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if the filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

1.14 New Jersey Equal Pay Act

Please be advised that in accordance with P.L. 2018, c. 9, also known as the Diane B. Allen Equal Pay Act, which was signed in to law by Governor Phil Murphy on April 24, 2018, a contractor performing “qualifying services” or “public work” to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>.

1.15 New Jersey Prompt Payment Act

The New Jersey Prompt Payment Act (N.J.S.A. 52:32-32 et seq.) requires state agencies to pay for goods and services within sixty (60) days of agency’s receipt of a properly executed State Payment Voucher or within sixty (60) days of the receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the state prior to processing any payments for goods and services accepted by State agencies. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest will not be paid until it exceeds \$5.00 per properly executed invoice.

END OF SECTION 1.0

2.0 TECHNICAL INFORMATION

2.1 General

The NJSEA will use the results from the development of a hydrodynamic and sediment transport model for the eastern portion of the Sawmill Creek to further our understanding of the site's dynamics and to inform potential future tidal marsh restoration strategies for the site.

2.2 Scope of Work

2.2.1 Guidance on Preparing Scope of Work: Respondents shall devise a scope of work adequate to achieve the tasks described below. At a minimum, the proposed scope of work shall include narrative statements regarding project understanding and proposed approach, a detailed list of work tasks, a proposed management structure for completing the study according to schedule, and a list of key personnel assigned to each task. A description of all proposed methods and technologies that may be used in the project shall be provided.

2.2.2 Project Management: The Vendor shall provide a thorough Project Management plan, which clearly establishes lines of communication, authority and responsibility with regards to management of the project and communication with NJSEA project management staff. The plan must state how the Vendor will ensure the data and products will be delivered.

A priority statement shall be included to give NJSEA a sense of where this project fits into the current Vendor projects. Moreover, the plan shall include Quality Assurance and Quality Control (QA/QC) procedures employed to ensure that products meet the required accuracy and performance standards of these specifications. The Vendor shall give a detailed description as to how the data will be collected, filed, reviewed and delivered.

END OF SECTION 2.0

3.0 TASKS & DELIVERABLES

3.1 Project Management

Vendor shall attend a kick-off meeting with NJSEA and monthly meetings through the duration of the contract.

3.2 Site Analysis

Vendor shall review existing reports, monitoring data, and models that may have been developed by others in the region. Vendor shall also review the site monitoring data collected by NJSEA as part of this project, including tidal datum analysis, biological benchmarks, and soil data.

3.3 Model Development

Vendor shall incorporate GIS layers into the base mapping for the model, as well as relevant monitoring data provided by NJSEA. Vendor will develop an existing conditions hydrodynamic and sediment transport model of the Sawmill Creek WMA.

3.4 Report

Vendor will produce a report that describes the set up and results of the hydrodynamic and sediment transport model. This will include narrative content, graphics, screenshots of the model, and results. In addition to the report, the vendor will provide to the NJSEA all electronic files including data used to run the model and produced by the model.

3.5 Deliverables Checklist

The Vendor shall include a checklist of all deliverables.

3.6 Payment Terms

Payment will be made upon successful completion of the project based on submitted invoices.

END OF SECTION 3.0

4.0 FORMS

State of New Jersey

New Jersey Sports and Exposition Authority

SUBMITTAL FORM

TO: New Jersey Sports and Exposition Authority

RE: Understanding the Adaptive Capacity of Sawmill Creek to Lessen Climate Change Vulnerability

This Submittal will not be accepted after **12:00 p.m. on April 18, 2022**. The Respondent agrees that this Submittal will not be withdrawn for a period of sixty (60) calendar days after the closing time for receipt of Submittals.

_____, the Respondent presenting this Submittal, hereby proposes and agrees to furnish all plant, labor, equipment, materials, tools, and services necessary to perform all work.

The following documents are included with this Submittal Form:

- Submittal Form
- Disclosure Form
- Moral Integrity Affidavit Form
- Chapter 51, Executive order 117
- MacBride Principles
- Public Law 2005: Chapter 271
- Disclosure of Investment Activities in Iran Form
- Set-Off for State Tax for Contract
- Proof of Valid Business Registration
- Experience Affidavit
- Corporate Resolution
- Non-Collusion Affidavit
- Affidavit of Authorization

The Respondent has reviewed the RFP and understands that any information relative to any existing structures, apparent and latent conditions, or natural phenomena, as furnished by the NJSEA in the RFP, carries no guarantee (expressed or implied) as to its completeness or accuracy.

The Respondent declares that this Submittal is made without connection to any other person or persons making a submittal for the same work and is, in all respects, fair and without collusion or fraud. The Respondent understands that the NJSEA reserves the right to reject any or all Submittals, or to waive any informality or technicality in any Submittal, in the interest of the NJSEA.

If a Corporation:

Typed Name of Corporation: _____

Typed Business Address: _____

Typed Telephone Number: _____

Incorporated under the laws of the State of _____
(if not New Jersey, then Respondent has enclosed authorization to do business in New Jersey).

I am authorized and hereby do sign this Submittal:

Typed Name of Signer: _____

Typed Title of Signer: _____

Typed Name of President: _____

Typed Name of Secretary: _____

Typed Name of Treasurer: _____

(Affix Corporate Seal)

Dated: _____

If a Partnership, Individual, or Non-Incorporated Organization:

Typed Name of Company: _____

Typed Address: _____

Typed Telephone Number: _____

I am authorized and hereby do sign this Submittal:

Typed Name of Signer: _____

Typed Title of Signer: _____

Dated: _____

State of New Jersey
New Jersey Sports and Exposition Authority

DISCLOSURE FORM

PURSUANT TO THE PROVISIONS OF CHAPTER 33 OF THE LAWS OF 1977,
ALSO KNOWN AS N.J.S.A. 52:25 through 52:24.2, WHICH BECAME EFFECTIVE MARCH 8, 1977.

Each Vendor is required to furnish below the names and addresses of all stockholders of the corporation who own 10% or more of the stock of said corporation; or in case of a partnership, the names and addresses of all partners who have a 10% or greater interest in the partnership:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: _____

State of New Jersey
New Jersey Sports and Exposition Authority

MORAL INTEGRITY AFFIDAVIT

State of: _____

SS:

County of: _____

I, _____, the _____ (TITLE) of _____,
hereinafter called the Respondent, being first duly sworn, depose and say that:

1. The Respondent herewith submits a submission package regarding this Contract to the New Jersey Sports and Exposition Authority.
2. The Respondent wishes to demonstrate moral integrity to the satisfaction of the New Jersey Sports and Exposition Authority.
3. As of the date of signing this Affidavit, neither the Respondent nor any of his owners, officers, or directors are involved in any Federal, State, or other Governmental investigations concerning criminal or quasi-criminal violations, except as follows (If none, so state):

4. Neither the Respondent, nor any of his owners, officers, or directors have ever committed any violation of a Federal or State or quasi-criminal statute, except as follows (If none, so state):

5. The Respondent does not appear on the State of New Jersey's Treasurer's Debarment List.

6. _____ is the State in which the Respondent is incorporated.

7. **If the answer to question #6 is a State other than New Jersey, the Vendor has received, from the Secretary of the State of New Jersey, a certificate authorizing the corporation to conduct business in New Jersey, and said certificate is attached hereto (YES / NO).**

- [illegible]

INFORMATION AND INSTRUCTIONS
For Completing the “Two-Year Vendor Certification and Disclosure of
Political Contributions” Chapter 51 Form

Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

State Agency Instructions: Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bso/>) to check the status of a vendor’s Chapter 51 certification before contacting the Review Unit’s mailbox at CD134@treas.nj.gov. If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to CD134@treas.nj.gov to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

Instructions for Completing the Form

Part 1: BUSINESS ENTITY INFORMATION

Business Name – Enter the full legal name of the vendor, including trade name if applicable.

Address, City, State, Zip and Phone Number -- Enter the vendor’s street address, city, state, zip code and telephone number.

Vendor Email – Enter the vendor’s primary email address.

Vendor FEIN – Please enter the vendor’s Federal Employment Identification Number.

Business Type - Check the appropriate box that represents the vendor’s type of business formation.

Listing of officers, shareholders, partners or members - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

Name of Recipient - Enter the full legal name of the recipient.

Address of Recipient - Enter the recipient's street address.

Date of Contribution - Indicate the date the contribution was given.

Amount of Contribution - Enter the dollar amount of the contribution.

Type of Contribution - Select the type of contribution from the examples given.

Contributor's Name - Enter the full name of the contributor.

Relationship of the Contributor to the Vendor - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity. **(No additional Certification and Disclosure forms are required if BOX A is checked.)**

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

Read the five statements of certification prior to signing.

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

State Agency Procedure for Submitting Form(s)

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: cd134@treas.nj.gov or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

Business Entity Procedure for Submitting Form(s)

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Questions & Information

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>.



State of New Jersey
Department of the Treasury
Division of Purchase and Property
Two-Year Chapter 51/Executive Order 117 Vendor Certification and
Disclosure of Political Contributions

FOR STATE USE ONLY

Solicitation, RFP, or Contract No. _____ Award Amount _____

Description of Services _____

State Agency Name _____ Contact Person _____

Phone Number _____ Contact Email _____

☐ Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting
recertification ☐**

Part 1: Business Entity Information

Full Legal Business Name _____
(Including trade name if applicable)

Address _____

City _____ State _____ Zip _____ Phone _____

Vendor Email _____ Vendor FEIN (SS# if sole proprietor/natural person) _____

**Check off the business type and list below the required information for the type of business selected.
MUST BE COMPLETED IN FULL**

- ☐ Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write
- ☐ Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS "sole officer" after the officer's name.)
- ☐ Partnership: LIST ALL PARTNERS with any equity interest
- ☐ Limited Liability Company: LIST ALL MEMBERS with any equity interest
- ☐ Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A" will not be accepted as a valid response. Where applicable, indicate "None."

All Officers of a Corporation or PC

**10% and greater shareholders of a corporation
or all shareholders of a PC**

All Equity partners of a Partnership

All Equity members of a LLC

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.

1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate
State Political Party Committee
County Political Party Committee

3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:

Municipal Political Party Committee
Legislative Leadership Committee

Full Legal Name of Recipient _____
Address of Recipient _____
Date of Contribution _____ Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____
Contributor Name _____
Relationship of Contributor to the Vendor _____
If this form is not being completed electronically, please attach additional contributions on separate page. Click the "Add a Contribution" tab to enter additional contributions.
<input type="button" value="Remove Contribution"/>
<input type="button" value="Add a Contribution"/>

- ☐ Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.

Part 3: Certification (Check one box only)

- (A) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) ☐ I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) ☐ I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.
2. All reportable contributions made by or attributable to the business entity have been listed above.

3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
- (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
 - (ii) Any State, County or Municipal political party committee; OR
 - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
- (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
- (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name _____ Print Name _____

Title/Position _____ Date _____

Procedure for Submitting Form(s)

The contracting State Agency should submit this form to the Chapter 51 Review Unit when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

The business entity should return this form to the contracting State Agency. The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Forms should be submitted either electronically to: cd134@treas.nj.gov , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230**

MACBRIDE PRINCIPALS FORM

BID SOLICITATION #: _____ **VENDOR/BIDDER:** _____

**VENDOR'S/BIDDER'S REQUIREMENT
TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH THE
MACBRIDE PRINCIPALS AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principals that are the subject of this law, he/she shall take such 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, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

☐ The Vendor/Bidder has no business operations in Northern Ireland; or

OR

☐ The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principals of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principals.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; 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 will be subject to criminal prosecution under the law, and it will constitute a material breach of **my** agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification to be void and unenforceable.

Signature

Date

Print Name and Title



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 0230
TRENTON, NEW JERSEY 08625-0230**

**VENDOR/BIDDER CERTIFICATION AND POLITICAL CONTRIBUTION DISCLOSURE FORM
PUBLIC LAW 2005, CHAPTER 271**

CONTRACT #: _____ **VENDOR/BIDDER:** _____

At least ten (10) days prior to entering into the above-referenced Contract, the Vendor/Bidder must complete this Certification and Political Contribution Disclosure Form in accordance with the directions below and submit it to the State contact for the referenced Contract.

NOTE that the disclosure requirements under Public Law 2005, Chapter 271 are separate and different from the disclosure requirements under Public Law 2005, Chapter 51 (formerly Executive Order 134). Although no Vendor/Bidder will be precluded from entering into a contract by any information submitted on this form, a Vendor's/Bidder's failure to fully, accurately and truthfully complete this form and submit it to the appropriate State agency may result in the imposition of fines by the New Jersey Election Law Enforcement Commission.

DISCLOSURE

The following is the required Vendor/Bidder Disclosure of all Reportable Contributions made in the twelve (12) months prior to and including the date of signing of this Certification and Disclosure to: (i) any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

The Vendor/Bidder is required to disclose Reportable Contributions by: the Vendor/Bidder itself; all persons or other business entities owning or controlling more than 10% of the profits of the Vendor/Bidder or more than 10% of the stock of the Vendor/Bidder, if the Vendor/Bidder is a corporation for profit; a spouse or child living with a natural person that is a Vendor/Bidder; all of the principals, partners, officers or directors of the Vendor/Contractor and all of their spouses; any subsidiaries directly or indirectly controlled by the Vendor/Bidder; and any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the Vendor/Bidder, other than a candidate committee, election fund, or political party committee.

"Reportable Contributions" are those contributions that are required to be reported by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c.83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-10.1 et seq. As of January 1, 2005, contributions in excess of \$300 during a reporting period are deemed "reportable."

Name and Address of Committee to which a Reportable Contribution was made	Date of Reportable Contribution	Amount of Reportable Contribution	Contributor's Name
Indicate "NONE" if no Reportable Contribution was made.			
		\$	
		\$	
		\$	
		\$	
Attach additional sheets if necessary			

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; 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 will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR/BIDDER NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; 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 will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

**NOTICE TO ALL BIDDERS OF SET-OFF FOR STATE TAX FOR
CONTRACT**

Please be advised that, pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provisions of the law to the contrary, whenever any taxpayer, partnership or S. corporation under contract to provide goods and services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount of the set off shall not allow for the deduction of expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures of protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable to the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE"

Company: _____

Signature: _____

Print or Type Name of Signer: _____

Print or Type Title of Signer: _____

Date: _____

NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

**PROOF OF VALID BUSINESS REGISTRATION WITH THE NEW
JERSEY DIVISION OF REVENUE FOR CONTRACT**

The Bidder shall provide proof of valid business registration with the Division of Revenue. A copy of the registration shall be attached to this form.

STATE OF NEW JERSEY
NEW JERSEY SPORTS & EXPOSITION AUTHORITY

EXPERIENCE AFFIDAVIT

The Bidder shall state below, or on sheets to be attached, at least (3) projects he has completed which were similar to this Contract, and during which the products specified herein were used. The information required below shall include the title of the contract; the owner's name, address, and telephone number; and the dollar value of work completed. This information will assist the NEW JERSEY SPORTS AND EXPOSITION AUTHORITY in judging the Bidder's experience, skill, and business standing.

The undersigned is (an Individual, a Partnership, a Corporation) under the laws of the State of _____, and having principal offices at _____.

(Signed) _____

(Address) _____

(Date) _____

STATE OF NEW JERSEY
NEW JERSEY SPORTS & EXPOSITION AUTHORITY

CORPORATE RESOLUTION FORM

BE IT RESOLVED, By the Board of Directors of _____
that the president (_____) be and hereby is authorized to make,
execute and deliver a contract with the New Jersey Sports & Exposition Authority
and that the Secretary (_____) be and hereby is authorized to attest
to the execution of the same and affix the corporate seal thereto.

BOARD OF DIRECTORS

SECRETARY

(SEAL)

I HEREBY CERTIFY that the foregoing is an exact copy of a Resolution by the BOARD of
Directors of (_____) adopted at a (_____) ,
meeting held on _____ at which quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of

(_____) this _____ day of _____ 20__.

SECRETARY

(SEAL)

NEW JERSEY SPORTS & EXPOSITION AUTHORITY

NON-COLLUSION AFFIDAVIT

State of _____

ss:

County of _____

I, (NAME) _____, of

(MUNICIPALITY) _____ in the

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

I am the (TITLE) _____ of (COMPANY) _____

_____, the Bidder making the Bid for this Contract;

I execute the said Bid with full authority to do so;

The Bidder has not directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action to restrain free, competitive bidding in connection with the above named Project; and,

All statements contained in said Bid, and in this affidavit, are true, correct, and made with the full knowledge that the New Jersey Sports & Exposition Authority relies upon the truth of the statements contained in the Bid and 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 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 BIDDER) _____

(N.J.S.A. 52:34-15)

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

(Notary Public)

My commission expires on _____

NEW JERSEY SPORTS & EXPOSITION AUTHORITY

AFFIDAVIT OF AUTHORIZATION

State of _____

ss:

County of _____

_____, being duly sworn, deposes and says that
he resides at _____, that he is the
(TITLE) _____ who signed the Bid for this Contract,
that he was duly authorized to sign, that the Bid is a true offer of the Bidder, that the seal attached is the
seal of the Bidder, and that all declarations and statements contained in the Bid are true to the best of his
knowledge and belief.

(Type or print name of

affiant under signature)

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

(Notary Public)

My commission expires on _____

END OF SECTION 4.0