

**Borough of Highlands Request for Proposals from Business Organizations or Firms Interested in  
Providing Animal Shelter Services and Emergency Animal Control Services for the Borough of  
Highlands**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-I, et seq., the Borough of Highlands seeks Requests for Proposals ("RFP") for Animal Control Shelter Services and Emergency Animal Control Services for a one year period with two one year renewal terms at the discretion of the Borough. The Animal Control Program's mission is to enforce Borough and State codes, rules and regulations and to investigate animal neglect and cruelty cases.

Notice is hereby given that sealed proposals addressed to, Borough Clerk, will be received up to **11:00 A.M. prevailing time on DECEMBER 17, 2020** at which time they will be publicly opened and at the Municipal Building, 42 Shore Drive Conference Room Highlands, New Jersey.

Proposal Forms, Instructions to Bidders, Specifications and other Bidding documents may be examined or obtained on the Borough website [www.highlandsborough.org](http://www.highlandsborough.org). It is recommended that all Bidders who have downloaded specifications register recheck the website to ensure if any/all addenda issued.

Pursuant to N.J.S.A. 40A:11-23c, addenda may be issued for bids.

It is the sole responsibility of the person submitting the bid to be knowledgeable of all addenda related to this procurement. If bidders obtain a Bid/RFP/RFQ from the website, it is the responsibility of the person submitting the bid to check prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Borough website.

Responses to the above referenced professional attorney position should address the general criteria and mandatory minimum criteria. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law.

The applicant/proposer shall submit one (1) original with original signatures marked 'ORIGINAL' and shall submit an electronic copy on a CD or flash drive and by email to [clerk@highlandsborough.org](mailto:clerk@highlandsborough.org)

Appointments shall be for the calendar year of 2021. Price and other factors considered. As used herein, the term Borough shall include all Highlands Borough Departments, Boards, Commissions and affiliated agencies.

The Borough Council reserves the right to reject any or all proposals in whole or in part and to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq., Affirmative Action requirements, N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51).

Kim Gonzales

Administrator, QPA

All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. The successful contractor will provide the Borough with a Scope of Services related, but not necessarily limited to:

**The contractor shall provide:**

Shelter services 24 hours per day/seven (7) days a week.

Emergency Animal Control Services when Municipality ACO unavailable.

Response time within one (1) hour time during normal business hours. Unless deemed an emergency response time for calls received after hours within four (4) hours. Emergency service is defined as the care of injured, trapped, sick, and animals whose lives are endangered or pose a danger to humans.

Maintain adequate, sanitary and secure kennel facilities (including isolation cages for sick or diseased animals) to house and care for stray and impounded animals for the mandatory hold periods.

Provide animal cruelty investigative services.

Contractor shall adhere to the Best Practices in Municipal Animal Control in accordance with the State of New Jersey Department of Health.

Provide the Health Officer with monthly service reports regarding at a minimum intake and disposition of animals.

**Medical Emergencies:**

The Contractor will ensure that licensed veterinarian coverage is available to cover medical emergencies (7) days a week during business hours. Contractual arrangements are in place for after hour emergencies with a local veterinary hospital at no charge to the town.

With permission from the Borough Health Officer, owners may quarantine their own animals.

Dead, owned and stray animals including wildlife on public property will be removed and disposed of in a professional, dependable, and timely manner at no additional charge when covering for the Municipal ACO.

- I. The successful candidate shall be required to comply with the following insurance requirements:

- A. The Contractor shall be required to carry full insurance including comprehensive general liability; workman's compensation insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract; Contractor shall provide professional liability (errors& omissions) insurance for claims arising from any negligent performance of contractors' services pursuant to the agreement in the amount of \$1,000,000 per claim. Said insurance, by endorsement, shall fully protect the Borough of Highlands from liability.
- B. The following Certificates of Insurance must be furnished:
  - 1) Worker's Compensation - Statutory
  - 2) Comprehensive General Liability:
    - a. Minimum limits: \$1,000,000.00;
    - Combined Single Limit Coverage to include:
      - Premise / Operations; Independent Contractors;
      - Product / Completed Operations;
      - Contractual; Personal Injury;
      - Broad Form Property Damage
  - 3) Professional Liability Insurance (Errors and Omissions)
    - a. Contractor shall provide professional liability (errors & omissions) insurance for claims arising from any negligent performance of contractors' services pursuant to the agreement in the amount of \$1,000,000 per claim.
- C. Each candidate shall submit proof of business registration certificate with the New Jersey Division of Taxation (P.L. 2004, C.S7) with its proposal.
- D. The Certificate of Insurance shall designate the Borough of Highlands as an additional insured
- E. Each candidate must ensure compliance with the Mandatory Equal Employment Opportunity Language in accordance with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 et seq.
- F. Each candidate must submit evidence of appropriate affirmative action compliance.

It is understood and agreed that the Contractor is an independent Contractor and not an employee of the Borough of Highlands.

The Contractor agrees to indemnify and hold harmless the Borough of Highlands and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including attorneys' fees to which the Borough of Highlands maybe put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this Contract, or by or in consequence of any neglect or omission on the part of the Contractor in the performance of operations under the Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor. The Contractor shall hold the Borough of Highlands harmless for damages to the Contractor's Equipment utilized during the term of this Contract. Programs of self-insurance are not acceptable.

### **Professional Information and Qualifications**

Copies of the standardized submission requirements and selection criteria are on file and available from the Office of the Mayor. Each interested candidate shall submit the following information:

1. Animal Control Officer's current license issued by the State of New Jersey;
2. Name of firm or individual;
3. Address of principal place of business and all other offices and corresponding telephone and fax numbers for all individuals assigned to perform the services;
4. Description of owner's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above
5. Certificate of Occupancy and two years of Health Inspection reports.
6. At least four (4) references, two (2) of which must have knowledge of service to public entities;

7. The organization's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including rates and fees, broken down into specific services to be provided, a flat fee or fee schedule, the names of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
9. Any other information, which the interested organization deems relevant.
10. Statement of corporate ownership (c.52:25-24.2)

### **Cost Analysis**

Submitters should submit a cost analysis if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s).

### **Submission Evaluation**

The Borough will select the most advantageous submissions based on all of the evaluation factors set forth at the end of this RFP. The Borough will make the award(s) that is in the best interest of the Borough. Each submission must satisfy the objectives and requirements detailed in this RFP. The successful submitter shall be determined by an evaluation of the total contents of the Proposals submitted. The Borough reserves the right to:

- a) Not select any of the submissions;
- b) Select only portions of a particular submitter's Proposals for further consideration; (However, submitters may specify portions of the Proposal submission they consider "bundled".)
- c) Award a contract for the requested services at any time within 90 days of the selection of the most advantageous proposal; every submission should be valid through this time period.

### **Submission Requirements**

**Sealed RFPs will be publicly opened by the borough clerk or department designated by the Borough of Highlands Clerk Borough Hall 61 Cooke Avenue, Highlands NJ 07008.**

The Borough shall not be obligated to explain the results of the evaluation process to any submitter.

The Borough may require submitters to demonstrate any services described in their submission prior to award.

1. Standard Requirements of Technical Proposals – Submitters should submit technical Proposal which contain the following:
  - a) An affirmative action statement
  - b) A completed Non Collusion Affidavit

- c) A statement that the submitter will comply with the General Terms and Conditions required by the Borough and enter into the Borough's Professional Services Contract;
- d) A copy of the proposer's Business Registration certificate;
- e) A completed Partnership Disclosure Statement.
- f) A signed Mandatory Equal Employment Opportunity Language Exhibit A and a current Employee Information report

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for the services as described herein shall include:

- 1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
- 2. Experience and references;
- 3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
- 4. Cost competitiveness.

### **Submission Limitations**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Borough by issuance of this RFP. The Borough reserves the right at the Borough's sole discretion to refuse any proposal submitted.

### **Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Borough to the submitter in connection with this RFP shall remain the property of the Borough. When in tangible form, all copies of such information shall be returned to the Borough upon request. Unless such information was previously known to the submitter, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough or a third party, it shall be held in confidence by the submitter, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

### **General Terms and Conditions**

- A. The Borough reserves the right to reject any or all submissions, if necessary, or to waive any informalities in the submissions, and, unless otherwise specified by the submitter, to accept any item, items or services in the submissions should it be deemed in the best interest of the Borough to do so.
- B. In case of failure by the successful submitter, the Borough of Highlands may procure the articles or services from other sources, deduct the cost of the replacement from money due to the submitter under the contract and hold the submitter responsible for any excess cost occasioned thereby.
- C. The submitter shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability. The submitter shall also maintain Errors & Omissions insurance.
- D. The contract shall be in effect through (to be determined), unless otherwise stated.
- E. Sealed submissions may be hand delivered or mailed consistent with the provisions of the legal notice to submissions. In the case of mailed submissions, the Borough assumes no responsibility for submissions received after the designated date and time and will return late submissions unopened. Submissions will not be accepted by facsimile or e-mail.
- F. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful submitters must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status

or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap, Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor Union or representative or works with which it has a collective bargaining agreement or other contract or understand, a notice, to be provided by the agency contracting officer advising the labor Union of Highlands or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- G. By submission of Proposals, the submitter certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful submitter shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Borough harmless in any case of any such infringement.
- H. No submitter shall influence, or attempt to influence, or cause to be influenced, any Borough officer or employee to use his/her official capacity of the borough in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- I. No submitter shall cause or influence, or attempt to cause or influence, any Borough officer or employee to use his/her capacity of the borough to secure unwarranted privileges or advantages for the submitter or any other person.
- J. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Borough's Law Department decision shall be final and conclusive.
- K. The Borough of Highlands shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its submission.

The checklist, affidavits, notices and the like presented at the end of this Request for Proposals are a part of this Request for Proposals and shall be completed and submitted as part of this submission to the Borough of Highlands.

## Document Checklist

Required By owner	Submission Requirement	Initial each required entry and if required sign and submit the item
	Three original packages and one CD, with signed Proposals	
	Owner/Stockholder Disclosure Certification	
	Pay to Play Disclosure	
	Non-Collusion Affidavit	
	RFP Proposal Form, Initialed	
[*]	Receipt Of Addendum	
	Affirmative Action Language, Signed	
	Mandatory Equal Employment Opportunity Language	
	Americans with Disabilities Act of 1990 Language	
	References & Status of Present Contracts	
	Prevailing Wage	
	Business Registration Certificate (Before Award of Bid)	
	Disclosure of Investment Activities in Iran	
	Equipment Certification	
	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)	
n/a	Public Works Contractor Certificate	n/a
n/a	Consent of Surety (with Power of Attorney for full amount of Bid Price	
	Letters of Intent and Proposal	

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

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

**This Statement Shall Be Included with  
Proposal Submissions**

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

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

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

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

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

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

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

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

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

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

**Part I**

Check the box that represents the type of business organization:

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

**Part II**

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

**OR**

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

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

**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

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

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

**OR**

- ☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

\_\_\_\_\_  
\_\_\_\_\_

**AND**

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

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name of affiant and title if applicable)

\_\_\_\_\_  
(Corporate Seal if a Corporation)

\_\_\_\_\_  
\_\_\_\_\_

**This Statement *MUST BE INCLUDED* with  
RFP Submissions**

**OWNER  
DISCLOSURE  
SECTION**

**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.

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

**O  
R**
- I certify that there are no stockholders

**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 | • Other (describe) _____        |                                 |

## POLITICAL CONTRIBUTION DISCLOSURE SECTION POLITICAL CONTRIBUTION DISCLOSURE SECTION

*(The following section must be completed)*

- I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution of money, or pledge of contribution, including in kind to:
  1. A campaign committee of a Borough candidate or holder of public office in excess of \$300, each;
  2. Any Municipal party committee in excess of \$300 or County party committee in excess of \$500;
  3. Any political action committee (PAC) that regularly engages in the support of municipal or county elections and/or municipal or county parties, in excess of \$500;
  4. Any group of individuals (principals, partners, and officers) that are defined as the professional business entity, including an individual's spouse and any child living at home, may not in the aggregate contribute in excess of \$2,500 to all Plainfield municipal candidates and office holders, and all Municipal or County political parties and PAC's, as described above;

Pursuant to the Municipal Code of the Borough of Highlands, Chapter 2, Article 10, Section 19(a), in the one (1) year period preceding the award of the contract that would, affect its eligibility to perform this contract, nor will it make a contribution of money, or pledge of contribution, including in kind, during the term of the contract to any campaign committee of a Borough of Highlands candidate or holder of public office, political party committee in the Borough of Highlands and/or County of Essex, and any political action committee (PAC) that regularly engages in the support of municipal and/or county elections and/or municipal or county parties.

**O**  
**R**

- I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has made reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed below:

[illegible]

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

**Stockholders:**

Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 20  
.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Notary Public)

My Commission expires:

(Corporate Seal)

Seal)

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY  
COUNTY OF ESSEX

SS:

I AM \_\_\_\_\_

OF THE FIRM OF \_\_\_\_\_

UPON MY OATH, I DEPOSE AND SAY:

- I. THAT I EXECUTED THE SAID SUBMISSION WITH FULL AUTHORITY SO TO DO;
2. THAT THIS RESPONDENT HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID SUBMISSION AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF PLAINFIELD RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID SUBMISSION AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE RESPONDENT.  
(N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Type or Print Name of Affiant under Signature)

\_\_\_\_\_  
NOTARY PUBLIC OF

MY COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_\_\_\_.

## RFP PROPOSAL FORM

(Contract Title and Bid Number, if applicable (Description of goods/services being bid))

---

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid Specification and made part hereof:

---

Amount in words

\$

---

Amount in numbers

---

Company Name

---

Federal I.D#

---

or Social Security #

---

Address

---

Signature of Authorized Agent

---

Type or Print Name

Title: 

---

---

Telephone Number

---

Date

---

Fax Number

---

E-mail Address

## **BOROUGH OF HIGHLANDS**

### **ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM**

The undersigned Bidder hereby acknowledges receipt of the following Addendum:

<b>ADDENDUM NUMBER</b>	<b>DATE</b>	<b><u>ACKNOWLEDGE RECEIPT</u></b>
------------------------	-------------	-----------------------------------

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

**No addendum were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_ (Signature of Authorized Representative)

Name: \_\_\_\_\_ (Print or Type)

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

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

**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 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 hour.

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 the 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: \_\_\_\_\_

(REVISED 4/10)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)**  
**N.J.A.C. 17:27 et seq.**

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

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

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

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

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

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

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

## **EXHIBIT A (Cont.)**

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

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

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

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

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

SIGNATURE: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

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

**APPENDIXA**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal opportunity for individuals with Disability**

The contractor and the Borough of Highlands, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. *SJ 21 OJ* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, *give* written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employee, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

## BID DOCUMENT REFERENCE

Name of Form:	<b>BUSINESS REGISTRATION CERTIFICATE</b>
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference	Statutory and Other requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at [www.nj.gov/dca/lgs/lpcl](http://www.nj.gov/dca/lgs/lpcl). These resources and a Frequently Asked Questions resource should be consulted when question arise.



## State of New Jersey

CHRIS CHRISTIE  
*Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
33 WEST STATE STREET

KIM GUADAGNO  
*Lt. Governor*

P. O. BOX 039  
TRENTON, NEW JERSEY 08625-0039  
<https://www.njstart.gov>  
Telephone (609) 292-4886 / Facsimile (609) 984-2575

FORD M. SCUDDER  
*State Treasurer*

MAURICE A. GRIFFIN  
*Acting Director*

**The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):**

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftekhim (Belarusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipet)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdram PLC
20.	Maire Tecnimont SpA
21.	Naftiran Intertrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petrleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong Fin CNC Machine Company, Ltd.
29.	Sinohydro
30.	SKS Ventures
31.	Som Petrol AS
32.	Zhuhai Zhenrong Company

**List Date: August 1, 2017**



**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**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

BID SOLICITATION #: \_\_\_\_\_

VENDOR/BIDDER: \_\_\_\_\_

**PART 1**

**CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the 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 <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. 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**

☐

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

**OR**

☐

B. 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 Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: \_\_\_\_\_

RELATIONSHIP TO VENDOR/BIDDER: \_\_\_\_\_

DESCRIPTION OF ACTIVITIES: \_\_\_\_\_

DURATION OF ENGAGEMENT: \_\_\_\_\_

ANTICIPATED CESSATION DATE: \_\_\_\_\_

VENDOR/BIDDER CONTACT NAME: \_\_\_\_\_

VENDOR/BIDDER CONTACT PHONE No.: \_\_\_\_\_

***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 \_\_\_\_\_

**APPENDIX A**  
**LETTER OF**  
**INTENT**

Note: To be typed on Respondent's  
Letterhead  
(No modifications may be made to this letter)

[Insert date]

Borough of Highlands

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the Borough of Highlands returnable March 13, 2018 in connection with the Borough's need for Animal Shelter and Emergency Animal Control Services.

(Name of Respondent) hereby states:

1. The Proposal Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Borough's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough.
5. (Name of Respondent) declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and  
/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the RFP for “Animal Services” must comply with all applicable affirmative action and similar law. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Respondent shall sign and complete the space provided below.  
(If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)	_____
	(Typed Name and Title)

Dated:_____	_____
	(Type Name of Firm)*

\*If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.

APPENDIX B LETTER

OF PROPOSAL

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Borough of Highlands

**Borough of Highlands Clerk Borough Hall 42 Shore Dr, Highlands NJ 07732**

The undersigned have reviewed our Proposal Statement submitted in response to the Request for Proposals (RFP) issued by the Borough of Highlands, returnable 12/17/2020 in connection with the Borough's need for Animal Shelter Services and Emergency Animal Control Services.

We affirm that the contents of our Proposal Statement (which Proposal Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the space provided below. If a joint venture, the appropriate officers of each company shall sign).

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

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(Typed Name and Title)

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(Typed Name and Title)