PROFESSIONAL SERVICES REQUEST

Notice is hereby given that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed proposals will be received by the Borough of Lindenwold at its offices at 15 North White Horse Pike, Lindenwold, NJ 08021, on November 18, 2021 at 10:00 am, prevailing time for the following:

Municipal Attorney
Municipal Redevelopment Attorney
Municipal Attorney for Tax Appeals
Municipal Auditor
Municipal Bond Counsel
Municipal Engineer
Municipal Joint Land Use Board Engineer
Risk Management Consultant
Municipal Joint Land Use Board Attorney
Municipal Prosecutor
Municipal Public Defender
Real Estate Appraiser for Arborwood Redevelopment

PURPOSE: The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Borough of Lindenwold. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Borough.

CRITERIA FOR EVALUATION OF PROPOSALS. Mayor and Council will evaluate each submission and selection will be made upon the following criteria:

1. Appropriate professional license
2. Experience and reputation in the field
3. Sufficient staff
4. Experience and familiarity with the Borough of Lindenwold
5. Compensation fees
6. Availability to accommodate any required meetings of the Borough
7. Disclosure of any potential conflicts of interest that the firm may have in performing these services
8. Other factors determined to be in the best interest of the Borough

COMPLIANCE: In addition, all proposals shall comply with P.L. 1977, c33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith. In addition, a Disclosure of Investment Activities in Iran form and Political Contribution Disclosure is requested.

RESERVATION OF RIGHTS: The Borough of Lindenwold reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposals as may be permitted by law.

Interested parties should provide two (2) copies of their written response addressing each criteria to Deborah Jackson, Borough Clerk, 15 North White Horse Pike, Lindenwold NJ 08021 in a sealed envelope by November 18, 2021 at 10:00 a.m. In addition, any questions regarding this Request for Proposals may be submitted to the Borough Clerk. The responses will be publicly opened, reviewed by the appropriate Borough officials and reported to Borough Council for the award of these contracts.
POLITICAL CONTRIBUTION COMPLIANCE FORM

Required Pursuant Lindenwold Ordinance 2020:16

This form or its permitted facsimile must be submitted to the local unit along with request for proposal

Part I - Vendor Information

Vendor Name: __________________________
Address: ________________________________
City: __________________ State: __________ Zip: __________

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of Ordinance 2020:16 and that Vendor has made no prohibited political contributions as defined in Lindenwold Borough Ordinance 2020:16.

Signature ___________________________ Printed Name ___________________________ Title ___________________________

Part II - Contribution Disclosure (To be completed only in the event of non-compliance with Ordinance 2020:16)

Disclosure requirement: Pursuant to Ordinance 2020:16 this disclosure must include all political contributions to any Lindenwold Borough political candidate, candidate committee, political party, or political organization as defined in the Ordinance ($0 per election cycle) subsequent to the adoption of the Ordinance, and prior to submission of a proposal for a professional contract to the local unit.

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<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
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Signature ___________________________ Printed Name ___________________________ Title ___________________________
STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: 
Bidder/Offeror: 

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

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

PLEASE CHECK THE APPROPRIATE BOX:
I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s 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”). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

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<tr>
<th>Name</th>
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<tr>
<td>Description of Activities</td>
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<td>Bidder/Offeror Contact Name</td>
<td>Contact Phone Number</td>
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[ADD AN ADDITIONAL ACTIVITIES ENTRY]

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

Full Name (Print): 
Signature: 
Title: 
Date: 

DPP Standard Forms Packet 11/2013