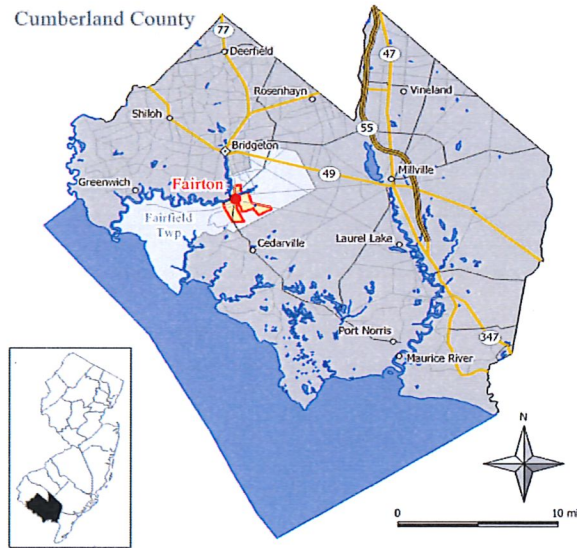


**REQUEST FOR PROPOSAL/QUALIFICATIONS FOR
MUNICIPAL PROFESSIONAL SERVICES
FOR CALENDAR YEAR 2024
FAIRFIELD TOWNSHIP, CUMBERLAND COUNTY**



**Advertised in the South Jersey Times / October 23, 2023
Responses Due By:
November 21, 2023
11:00 am**

PUBLIC NOTICE
2024 MUNICIPAL PROFESSIONAL SERVICES
TO FAIRFIELD TOWNSHIP

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law), Fairfield Township, Cumberland County and State of New Jersey is seeking proposals under a “FAIR and OPEN” process for the following Professional Services for the period of January 1, 2024 through to December 31, 2024.

1. Township Solicitor
2. Conflict Solicitor
3. Township Engineer
4. Conflict Township Engineer
5. Environmental Engineer (LSRP)
6. Foreclosure Attorney
7. Tax Appeal Attorney
8. Labor Counsel
9. Bond Counsel
10. Municipal Auditor
11. Risk Management Consultant/Record Broker
12. Health Insurance Agent/Broker Services
13. Township Planner
14. Joint Planning/Zoning Board Planner and/or Alternates
15. Joint Planning/Zoning Board Engineer and/or Alternates
16. Joint Planning/Zoning Board Solicitor and/or Alternates
17. Animal Control Services
18. Grant Writing Services

A detailed “Request for Proposals” (RFP) packet is on file and available in the Office of the Township Clerk’s Office, 70 Fairton-Gouldtown Road, Fairton, New Jersey 08320 and on the Township’s website at www.fairfieldtownshipnj.org.

Sealed proposals must be received at the Township Clerk’s Office no later than 11:00 am on November 21, 2023 at the address referenced above.

Linda M. Gonzales, RMC
Municipal Clerk

**REQUEST FOR PROPOSAL & QUALIFICATIONS
FOR 2024 MUNICIPAL PROFESSIONAL SERVICES**

I. PURPOSE AND INTENT

Through this Request for Proposal and Qualifications (RFQ) (RFP), Fairfield Township (hereinafter the "Township" seeks to engage a vendor as (position) for 2024 township year commencing January 1, 2024 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44-A-20 et seq.

II. PROPOSAL SUBMISSION

- 1) An original and two (2) additional copies of the proposal shall be submitted in a sealed envelope and must be marked with the "NAME OF POSITION" and addressed to:

Linda M. Gonzales, RMC
Municipal Clerk
Township of Fairfield
P.O. Box 240
70 Fairton-Gouldtown Road
Fairton, New Jersey 08320

- 2) The sealed proposal must be received no later than **11:00 AM on November 21, 2023.**

Faxed proposals will NOT be accepted

- 3) All document/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. Fairfield Township further reserves the right to make such investigations as it deems necessary as to qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following contained in Section IV.

IV. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- Scope: Magnitude of the project, and value of the contract.
 - Size: When used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
 - Similar: Refers to such things as towns that have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have commercial areas.
- 1) In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:
 - a) **Contact Information**: Provide the name and address of the firm; the name, telephone number and email of the individual responsible for the preparation of the proposal.
 - b) **A Fee Proposal For the 2024 Year**: A fee proposal shall be submitted for each position. If you are submitting a proposal for multiple positions the professional must also submit one fee proposal for all positions sought as long as such fee proposal is properly identified with the corresponding positions. A proposal showing minimum and maximum ranges is not acceptable.
 - c) **An Executive Summary**: Of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
 - d) **A Staffing Plan**: Listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement.

This portion of the proposal include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience; years and type of experience and number of years with the vendor.
 - e) **A Description of the Vendor's Experience**: In performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under the RFP in similarly-sized municipalities. It is imperative to show experience in similarly-sized towns.

- f) **The Location of The Office:** If other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with Cumberland County area.
- g) **Five (5) References:** For which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
- h) If the vendor or any principal therein has been subject to any **professional disciplinary** action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
- i) In its proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
- j) Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
- a) A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period and naming the Fairfield Township as an additional insured.
 - b) Copy of your Affirmative Action Certificate
 - c) A copy of your New Jersey Business Registration Certificate
 - d) The Vendor must submit a completed "**Contractor Certification and Disclosure of Political Contributions**" form with its proposal. Failure to submit this completed form will cause the Vendor's proposal to be disqualified without evaluation.
See Exhibit "B"
 - e) **Affirmative Action Certification See attached Exhibit "C"**
Goods, Professional Service Contracts

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

- i. 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
- ii. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- iii. A photocopy of an Employee Information Report (Form AA 302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

- f. **Employee Information Report.** Provide Fairfield Township with a Copy of letter of Federal Approval or Certificate of Employee Information Report or complete Form AA302.
- g. **Hold Harmless Agreement.** Execute a Hold Harmless Agreement against Fairfield Township.
- h. **Pay to Play.** Starting in January, 2008, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

- i. The vendor must submit a completed Stockholder Disclosure Certification. Failure to submit this completed form will cause the Vendor's proposal to be disqualified without evaluation. **See attached Exhibit "D"**
- j. The vendor must submit a completed Americans With Disabilities Act. Failure to submit this completed form with cause the Vendor's proposal to be disqualified without evaluation. **See attached Exhibit "E"**
- k. The vendor must submit a completed a Non-Collusion Affidavit. **See attachment**
- l. The vendor must submit a completed Play to Pay Law Certification **See attachment**
- m. The vendor must submit a completed Firm's Affidavit of No Disciplinary Sanctions or Professional Negligence in the State of New Jersey **See attachment**
- n. The vendor must submit a completed Disclosure of Investment Activities in Iran **See attachment**
- o. The checklist, affidavits notices and like presented at the end of this Request for Proposal are a part of this Request for Proposal and shall be completed and submitted as part of this proposal.

V. INTERVIEW

- 1) The Township Committee (or if designated the Township Administrator) and/or the Joint Planning/Zoning Board reserves the right to interview any or all the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face.

Fairfield Township reserves the right to request clarifying information subsequent to submission of the proposal.

VI. SELECTION PROCESS

All proposals will be reviewed by the Township Committee (or if designated the Township Administrator) and/or the Joint Planning Board to determine responsiveness. Non-responsiveness proposals will be rejected without evaluation. For vendors that satisfy "Minimum Requirements" and "Mandatory Contents of Proposal", the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a) The vendor's general approach to providing the services required under this RFP.
- b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. The criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e) Costs and fee schedules.

VII. SELECTION AND CONTRACT

The Township will select the vendor deemed most advantageous to Fairfield Township, price and other factors considered. The resulting contract will include this RFP, any clarifications and addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

EXHIBIT A

REQUEST FOR PROPOSAL & QUALIFICATIONS FOR 2024 MUNICIPAL PROFESSIONAL SERVICES FAIRIFIELD TOWNSHIP

BASIC CRITERIA

1. **Township Solicitor and /or Conflict Solicitor.** Licensed Attorney in the State of New Jersey. Solicitor must have at least five (5) years of experience in representing governmental entities. Must be fully versed in the fields of Municipal Law, OPRA, Tort Claims Act, Municipal Land Use, Tax Foreclosures and Public Contracts Law. Possess the ability to develop and litigate complex issues including Municipal Land Use and constitutional issues.
2. **Township Engineer and /or Conflict Engineer.** The Township Engineer and any Alternates must have at least five (5) years of experience in municipal engineering and have demonstrated experience in Municipal Land Use. Possess the ability to perform inspections on public works projects, onsite and offsite improvements by developers, ability to submit estimates on public works projects and hold a Professional Engineer's License. Also, Engineer (not including Alternates) must have received a Certified Municipal Engineer's (CME) designation from the State of New Jersey.
3. **Environmental Engineer / LSRP.** Must be a Licensed Professional Engineer in the State of New Jersey. Must have at least five (5) years' experience in Site Remediation and must be a New Jersey Licensed Site Remediation Professional (LSRP). Experience with all required reporting with New Jersey Department of Environmental Protection. Must also have experience in New Jersey Local Public Contracts Law.
4. **Tax Foreclosure Attorney.** Licensed Attorney in the State of New Jersey. Must have at least five (5) years of experience in tax foreclosure proceedings.
5. **Tax Appeal Attorney.** Licensed Attorney in the State of New Jersey. Must have at least five (5) years of experience in tax appeals (residential and commercial) at both the County Board of Taxation and the New Jersey Tax Court.
6. **Labor Counsel.** Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing public section management. The applicant shall have at least five (5) years' experience as a municipal labor attorney for a municipality in the State of New Jersey.
7. **Bond Counsel.** Must be a licensed attorney in the State of New Jersey. Must have at least five (5) years of experience in municipal/governmental bonding. Must have specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law and regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board.
8. **Municipal Auditor.** Multi-disciplined firm experienced in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitration, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have at least five (5) years of experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey Local Finance Board.

9. **Risk Management Consultant (RMC)**. Fairfield Township is a member of the Gloucester Salem Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF). The successful applicant shall have a minimum of five (5) years' experience as a Risk Management Consultant for a municipality in MEL affiliated Joint Insurance Fund. Must demonstrate a high degree of knowledge, experience and ability with the following:
- a) The consultant shall assist Fairfield Township in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
 - b) The consultant shall assist Fairfield Township in understanding and selecting the various types of coverage and limits available from the Gloucester, Salem Cumberland Counties Municipal Joint Insurance Fund.
 - c) The consultant shall review with Fairfield Township any additional types of coverage that the consultant believes the municipality shall purchase that are not available from the Fund. The consultant shall purchase and bind any additional types of coverage authorized by Fairfield Township.
 - d) The consultant shall assist the municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the consultant.
 - e) The consultant shall review the municipality's annual assessment as prepared by the Fund, and shall assist the municipality of its annual insurance budget.
 - f) The consultant shall review the loss and engineering reports for the municipality, and shall assist
 - g) the Safety Committee in its loss containment objectives withing the municipality.
 - h) The consultant shall attend and actively participate in the municipality's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topic.
 - i) The consultant shall attend the municipality's Member Accident Review Panel meetings and assist the municipality in determining the cause of accidents. The consultant shall suggest any remedial actions necessary to avoid future accidents.
 - j) The consultant shall assist the municipality in determining the necessary training for each employee in each department municipal department based upon the employee's job description and in accordance with OSHA under other governmental regulations.
 - k) The consultant shall assist the municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
 - l) The consultant shall review the municipality's loss data on a regular basis and prepare reports to the municipality on recent losses, open claims, and loss trends.
 - m) The consultant shall assist the municipality by reporting to the Fund changes in exposure including the deletion and addition of vehicles, equipment, and properties and the contracting of municipal services to third parties.
 - n) The consultant shall assist the municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
 - o) The consultant shall order Certificates of Insurance from the Fund
 - p) The consultant shall review Certificates of Insurance received by the municipality.
 - q) The consultant shall review proposed contracts between the municipality and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the contract and that the Certificate of Insurance Guidelines are being followed.
 - r) The consultant shall evaluate and advise the municipality on the risk management aspects of public events being state or sponsored by the municipality.
 - s) The consultant shall review the annual coverage documents to verify the accuracy of the policies.
 - t) The consultant shall respond to questions regarding coverage from the municipality's officials.
 - u) The consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.

- v) The consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
- w) The consultant shall execute and file with the municipality, as part of this agreement, and the Executive Director's office a copy of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund Confidentiality Agreement.
- x) The consultant shall at least twice annually, prepare and present a written report to the Governing Body of Fairfield Township outlining the municipality's Insurance and Safety Program.
- y) The consultant shall perform any other services required by the Fund's Bylaws.

FEES: The fee for this contract has been established by the Township of Fairfield. The Township is not seeking competitive pricing proposals. Instead, the Township is seeking competitive proposals.

10. Health Insurance Agent/Broker Services

Periodic review (no less than annual) of the Township's health insurance programs, specific coverage(s), loss data, and risk management measures; and making recommendations to the Township with respect to the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage(s). Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices.

- a. Upon approval by the Township, annual marketing of Township's health insurance program, including a negotiation of carrier contract extension or change(s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.
- b. Advice to Township on new developments in the field of insurance.
- c. The selected broker/consultant will be expected to work in partnership with Fairfield Township staff to perform the following services:
- d. Provide recommendation for the proposed benefit components, specifically in the area of design, funding, cost and administration.
- e. Conduct renewal negotiations with the carrier(s) and vendors and prepare a complete and detailed accounting of all claim costs, provider access fees, administrative expenses, risk charges, etc.
- f. Provide general problem solving throughout the plan year.
- g. Any other duties critical to the proper formation of a health insurance plan and its optimal operation and participation.
- h. Proposals will be evaluated based on what is deemed to be in the best interests of Fairfield Township, including such factors as the bidders' experience and expertise in providing Insurance Advisory and Brokerage Services for municipalities, a clarity and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, and the total cost. Cost will not be the sole factor in evaluating bids.
- i. Responding Firms must be capable of performing Agent of Record duties in full compliance with all federal and state statutes and regulations. Responding firms will provide the following information:

- Confirm that you are an actuary, licensed consultant or broker in New Jersey and provide documentation.
- Fairfield Township may accept those proposal(s) which will, in its opinion, most completely meet the requirements of the RFP/RFQ. The Township solely determines which proposer best meets the specifications and is in the best interest of Fairfield Township.
- Confirm that you serve as a consultant or broker, independently, and are not affiliated with any insurance company, third party administrative agency or provider network. Are there any existing or potential relationships between your firm and insurance carriers and/or vendors who may be considered by the cooperative that could lessen your independence and objectivity because of a perceived or actual conflict of interest?
- Please describe your vision of the relations with Fairfield Township in being an agent of record and broker for Fairfield Township.
- Detail the scope of services your company would offer and how your firm would accomplish the work described.
- Outline your ability to provide expertise and experience in the areas of health benefit plan analysis and design. Detail your ability to advise municipal government on health care cost containment strategies. Give examples of your work with other companies, similar in size to Fairfield Township, and the end result of that effort.
- List three (3) current clients for whom you provide coordinated services related to health plan and ancillary benefits, analysis and design. For each client, the list must specify the type of work performed by your company, the size of the client's group and the period of time retained as a client. For each client, include the name, title, address, fax number, email and phone number of a contact person who Fairfield Township may contact as a reference.
- Please describe your working relationship with health insurance carriers. Please indicate any other services, capabilities, designations or experience that differentiates your organization from competition.
- Please explain your companies training strategy to ensure that the latest and most accurate information is conveyed to your customers.
- Please describe to what extent are willing to be involved in resolving problems with claims, etc., between an insured and the insurance carrier.
- Name of firm and parent company, if any.
- Number of employees of the firm, servicing office(s), and their respective addresses.
- Number of New Jersey public entity clients and their total annual insurance premium.
- Principal public entity markets utilized and premium volume written with them.
- Description of the insurance marketing expertise of the servicing office with regard to New Jersey towns and a sample marketing plan.

- A list of all personnel who would be involved with this account including: Name, Job Title, Responsibilities, Type of Work Performed, Municipal Experience and credentials.
 - Description of the willingness of the account team to attend Township meetings, which members are available to attend, and examples of the types meetings they have previously attended and the value they provided.
 - Detail description of any special, in-house, services or systems available to Fairfield Township.
 - Description of Firm's performance monitoring and measurement of insurance carriers, negotiation of policy provision interpretations and possible intervention in claims processing.
 - Description of the Firm's involvement with municipal associations in New Jersey.
 - Description of issues faced by New Jersey towns relative to health insurance.
 - Name, address, email and telephone numbers of persons to receive notifications and reply to Township's inquiries.
 - The Firm shall maintain in good standing all the necessary licenses and certifications as required by New Jersey General Statutes and Regulations for insurance agents and/or brokers and shall provide copies of the same to Fairfield Township
11. **Township Planner and /or Alternates.** Licensed by the State of New Jersey as a Professional Planner. Must have at least five (5) years' experience serving as a municipal or county planner in the State of New Jersey. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
- a.) Acquisition of real-estate (Open Space), Green Acres and Recreation and Open Space Inventory (ROSI)
 - b.) Assisting with acquiring and administering grants
 - c.) Municipal Land Use Law
 - d.) Selling of Township real estate and/or property
 - e.) Ability to respond to resident concerns when a project impacts their property
 - f.) Ability to review, analyze and respond as needed to resident concerns regarding Zoning matters.
 - g.) Experience in drafting Master Plans, Housing Elements and Fair Share Housing Plans.
 - h.) Experience in Council on Affordable Housing (COAH)
12. **Joint Planning & Zoning Board Planner and /or Alternates.** Licensed by the State of New Jersey, must have experience in Municipal Land Use pertaining to Variance Applications, use Variance Applications, Major and Minor Site Plan applications and Major and Minor Subdivision applications. Experience in conducting redevelopment investigations and drafting redevelopment plans, and must have experience in drafting Master Plans. Must have experience in Council on Affordable Housing (COAH). Must have at least five (5) years' experience in representing Land Use Boards in the State of New Jersey. All responses for this position will be reviewed and, if a selection is ultimately made, will be made by the Township Joint Planning & Zoning Board.
13. **Joint Planning & Zoning Board Engineer and /or Alternates.** Licensed in the State of New Jersey, must have experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Must have at least five (5) years' experience in representing Land Use Boards in the State of New Jersey. All responses for this

position will be reviewed and, if a selection is ultimately made, will be made by the Township Joint Planning & Zoning Board.

14. **Joint Planning & Zoning Board Solicitor and /or Alternates.** Licensed Attorney in the State of New Jersey. Planning & Zoning Board Solicitor must have at least five (5) years' experience in representing Land Use Boards (i.e. Planning and/or Zoning). Must have experience in preparing Decisions and Resolutions of Approval or Denial. Familiar with Council on Affordable Housing (COAH) and operations of Joint Land use Boards. All responses for this position will be reviewed and, if a selection is ultimately made, will be made by the Township Joint Planning & Zoning Board.
15. **Animal Control Services.** Duties include receiving calls from Township officials or New Jersey State Police to pick up loose or stray animals; respond to such calls and utilize proper means to capture and restrain loose or stray animals. Duties include transporting captured animals to an animal shelter facility as designated by the Township. Duties include responding during the hours of 8:00 am to 8:00 pm and on weekends and holidays for emergencies only relating to incidents of dogs bites or struck by automobiles which are still alive. Must provide monthly reports. All reports are to be submitted to the Township Clerk.

Must be certified by the New Jersey Department of Health as a Certified Animal Control Officer. Services to be provided by the contractor within the jurisdiction of Fairfield Township shall include but no limited to the following:

- a) All Services performed under this contract shall conform to the Federal and State requirements in effect at the time of the contract specifically N.J.S.A. 4:19, 4:22 and 8:23A.
- b) Must have at least three (3) years field experience as an Animal Control Officer.
- c) Must hold a New Jersey Animal Control Officer Certification and proof of same must be submitted with proposal. Vendor must also list any additional staff workers and their certification.
- d) Shall proactively patrol the streets and neighborhoods of the municipality for lost, stray and free roaming animals.
- e) Shall receive and respond to all communications from authorized Township personnel, State Police and Fairfield Township residents/property owners.
- f) The contractor shall, within six (6) hours of receipt of said communications, apprehend by proper means, all stray animals and/or animals running at large and shall transport them at the contractor's expense to the Cumberland Regional Animal Shelter. The contractor shall immediately contact the owners of those animals apprehended that have identification.
- g) Shall be available between the hours of 8:00 a.m. and 8:00 p.m. Vendor will respond to emergency calls 24 hours per day, 7 days per week.
- h) Telephone calls pertaining to rabid animals, dogs bites and/or dogs which have been hit by a car but are still alive and received between the hours of 8:00 am and 8:00 pm., weekends and holidays, shall be considered emergencies.
- i) Owners of free roaming animals will be contacted before transporting them to the Cumberland Regional Animal Shelter.
- j) Shall provide Fairfield Township a telephone number by which residents may contact the contractor when services are required. The contractor shall additionally provide the Township with a cellular telephone number, which will not be released to the public, or which the contractor may be reached either by Township personnel and/or by the New Jersey State Police. An answering machine will be available to accept calls from the vendor beyond normal working hours. Fax and e-mail communication is strongly suggested in the event of emergencies and for prompt communications with the contract administrator.

- Investigate dog bites and impound animals under the NJ Vicious Dog Law N.J.S.A. 4:19-24
- k) The owner is responsible for removal and boarding costs.
 - l) Provide residents with humane traps for the capture of feral and stray cats. All cat trapping will be conducted to comply with N.J.S.A. 8:23-11 a-h. Vendor will remove contained stray cats during normal business hours only.
 - m) Shall provide humane treatment to all animals in conformity with the rules and regulation established by the New Jersey Department of Health.
 - n) Shall complete and maintain all required records and documentation and shall make them available for inspection by authorized Township personnel. With the vendors invoice, a listing of the activity shall be submitted and will include specific information to identify the animal and response made to an inquiry (including the date, time and outcome of the calls).
 - o) Shall conduct, in accordance with State regulations, regular patrols of the Township to apprehend stray and/or running at large animals and to detect possible violations of State and Local animal regulations.
 - p) Investigate code violations in regards to dogs and cats and issue warnings and summons for violations of said codes. This will also include Municipal Court appearances.
 - q) Shall inspect sick and/or injured animals to determine whether they need emergency veterinary care and if so, take the inquired animal to Veterinary Hospital, or an appropriate 24 Hour Emergency Hospital. The Vendor shall submit all veterinary fees to the owner, if known, and if not known, to the Township of Fairfield.
 - r) Per N.J.S.A. 4:19-15.16b no one shall apply for the position of Animal Control Officer if he/she has been convicted of animal cruelty. If any animal control employee is found guilty, the Township will immediately notify the NJDHSS and will terminate that officer.
16. **Grant Writing Services** Must have at least five (5) years' experience in the profession, including exposure to issues likely to be of assistance in serving as a Grant Writer, must have the ability to attend meetings of the Township when necessary; must have sufficient support to provide all services required by the Township. Must list past and public entities represented as Grant Writer. Must provide other factors if demonstrated to be in the best interest of the Township.

EXHIBIT B

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

Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2023 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Fairfield as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Stephen M. Bateman	
Benjamin Byrd, St.	
Tommy Clark, Jr.	
Mike Peterson	
Marvin Pierce, Jr.	

Part II - Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address

Part 3 - Signature and Attestation:

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

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant : _____ Date: _____

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

My Commission expires:

(Affiant)

(Print name & title of Affiant) (Corporate Seal)

EXHIBIT C

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 sq., 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted Township employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted township employment goals determined by the Division, pursuant to 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 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 with 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 (3) documents:

Letter of Federal Affirmative Action Plans Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

EXHIBIT D

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-C
Name of Form:	STOCKHOLDER DISCLOSURE CERTIFICATION
Statutory Reference:	N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)
Instructions Reference:	Statutory and Other Requirements VII-C
Description:	Meets statutory criteria for disclosure of bidder's ownership.

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

EXHIBIT D

**STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission**

Name of Business _____

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

OR

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

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

Partnership
Proprietorship

Corporation

Sole

Limited Partnership
Partnership

Limited Liability Corporation

Limited Liability

Subchapter S Corporation

Other

Complete if the bidder/respondent is one of the three (3) types of Corporations:

Date Incorporated: _____ **Where Incorporated:** _____

Business Address

Street Address: _____ **City** _____ **State** _____ **Zip** _____

Telephone: _____ **Fax:** _____ **Email:** _____

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

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

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

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

EXHIBIT E

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Township of Fairfield, (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. 12101 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 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 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 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 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 employees, 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.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

ss:

I am _____

of the Firm of

UPON MY OATH, I DEPOSE AND SAY:

1. That I executed the said proposal with full authority so to do;
2. That this proposer 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 proposal and in this affidavit are true and correct, and made with full knowledge that Fairfield Township relies upon the truth of the statements contained in said proposal 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 of selling agencies of the proposer.

(N.J.S.A. 52:34-25)

(Type or print name of Affiant under signature)

Subscribed and sworn to before me this _____ day of _____, 20

Notary Public of

My Commission Expires: _____ 20 _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RESPONDENTS NAME _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law she/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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew: (Please check all statements that are true)

- Is not providing goods and services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and
- Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy section in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate or precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. 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 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 outline above by completing the boxes below.

Name _____

Relationship to Bidder _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Fairfield Township 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 Fairfield Township, to notify Fairfield Township 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 a criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Fairfield Township, New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____

Signature _____

Title _____

Date _____

PAY - TO - PLAY- LAW

CERTIFICATION BY A BUSINESS ENTITY OR INDIVIDUAL THAT HAS NOT MADE A CONTRIBUTION THAT WOULD BAR AWARD OF A CONTRACT FOR OVER \$17,500 UNLESS AWARDED PURSUANT TO A "FAIR AND OPEN" PROCESS TO BE ATTACHED TO BID SPECIFICATIONS AND PROPOSALS FOR CONTRACTS HAVING ESTIMATED VALUE IN EXCESS OF \$17,500 UNLESS "FAIR AND OPEN" PROCESS IS FOLLOWED)

(Name of Business Entity or Individual)

Seeks to be awarded a contract by Fairfield Township and hereby certifies under penalty of perjury that such entity or individual has not made and will not make any contribution(s) that would bar the award of a contract pursuant to an act concerning campaign contributions by certain business entities seeking or hold a municipal contract (the New Jersey "Pay to Play Law"). This certification is made and submitted in fulfillment of the requirement of N.J.S.A. 19:44A-20.8 of the Pay - to - Play Law which reads as follows:

Prior to awarding any contract, except a contract that is awarded pursuant to a fair and open process, a State agency in the Legislative Branch, a county or a municipality shall require the business entity to which the contract is to be awarded to provide a written certification that it has not made a contribution that would bar the award of a contract pursuant to this act.

Said business entity or individual has not made (and will not make) prior to January 1, 2017, and will not make during the term of this contract, reportable contributions (currently those in excess of \$300.00 per N.J.S.A. 19:44A-8.d and N.J.A.C. 19:25-10.2, et seq.) to any municipal committee of a political party in Fairfield Township if a member of that political party is serving in an elective public office in Fairfield Township when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Fairfield Township when the contract is awarded.

I hereby certify that all of the foregoing statements made by me are true; I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____

Name: _____

Title: _____

Company: _____

2024 MUNICIPAL PROFESSIONAL SERVICES

CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

Please initial below, indicating that your proposal includes the itemized document.

**A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS
CAUSE FOR REFUSAL**

PROFESSIONAL SERVICE TITLE: _____

The following items, as indicated below shall be provided with the receipt of sealed submissions:

INITIAL BELOW

- | | |
|--|-------|
| 1. An original & two (2) signed copies of your complete proposal | _____ |
| 2. Non-Collusion Affidavit properly signed and notarized | _____ |
| 3. Notice Acknowledgement Americans with Disabilities Act of 1990 | _____ |
| 4. Firm's Affidavit of No Disciplinary Sanctions or Professional Negligence | _____ |
| 5. Disclosure Statement properly signed, notarized, listing the names of all person(s) owning ten (10) percent or more of the proposing entity | _____ |
| 6. Copy of Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue | _____ |
| 7. Business Entity Disclosure Certification | _____ |
| 8. Disclosure of Investment Activities in Iran | _____ |
| 9. Pay-To-Play Certification | _____ |
| 10. Authorized signature(s) on all forms | _____ |

Note: N.J.S.A. 52:32-44 provides that Fairfield Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS**

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME) (TITLE)