

Philip Sartorio, PP/AICP  
Interim Director  
609.625.0368  
psartorio  
@townshipofhamilton.com

*Township of Hamilton*  
**Department of Community Development**  
**6101 Thirteenth Street**  
Mays Landing, New Jersey 08330



*New Jersey's Largest  
Municipality*

September 25, 2023

**RE: Request for Qualifications – Local Endorsement for Cannabis Licensing**

Dear Applicant:

The Township of Hamilton is now accepting proposals for Local Endorsement for Cannabis Licensing. The Township is using a “Fair and Open” Procurement Procedure for the solicitation and award of Local Endorsement.

Endorsement opportunities remain in the following Zoning Districts:

**Agricultural (AG)**

- Class 1 Cultivation
- Class 2 Manufacturing

**Forest Areas (FA 10, FA-25, FA-70)**

- Class 1 Cultivation

**Industrial Business Park (IBP)**

- Class 1 Cultivation
- Class 2 Manufacturing
- Class 3 Wholesaler
- Class 4 Distributor
- Class 5 Retailer
- Class 6 Delivery

**Design Commercial (DC)**

- Class 1 Cultivation
- Class 2 Manufacturing
- Class 5 Retail
- Class 6 Delivery

**Highway Commercial**

- Class 1 Cultivation (Forest Area and Regional Growth & Rural Development Areas)
- Class 2 Manufacturing (Regional Growth & Rural Development Areas only)
- Class 5 Retailer – 3 (Forest Area and Regional Growth & Rural Development Areas)
- Class 6 Delivery - 4 (Forest Area and Regional Growth & Rural Development Areas)

Standardized submission requirements and selection criteria are enclosed.

If you have any questions, please contact Phil Sartorio in the Department of Community Development, by phone at 609.625.0368 or by email at psartorio@townshipofhamilton.com.

Sincerely,

*Phil Sartorio*

Philip Sartorio  
Interim Director of Community Development

**TOWNSHIP OF HAMILTON  
NOTICE TO BIDDERS  
FAIR AND OPEN PROCUREMENT PROCESS**

The Township of Hamilton is soliciting proposals for endorsement of New Jersey State Cannabis License applications which are more fully described in the proposal packets available in the Department of Community Development, Office of Planning and Zoning, Hamilton Township Municipal Building, 6101 Thirteenth Street, Mays Landing, NJ 08330, and which are available from said office weekdays between the hours of 8:30 am to 4:30 pm, telephone number 609-625-0368, e-mail [psartorio@hamiltonatnj.gov](mailto:psartorio@hamiltonatnj.gov). Proposals must be submitted in the form provided in the proposal packet.

All applicants are strongly encouraged to attend a pre-application meeting to be held at the Township of Hamilton Municipal Building, Conference Room A, 1601 Thirteenth Street, Mays Landing, New Jersey 08330 at **1:00 p.m. on October 2, 2023**. Those seeking to attend virtually must send an email request by 4:30 PM on September 29<sup>th</sup> to the Interim Director of Community Development at [psartorio@hamiltonatnj.gov](mailto:psartorio@hamiltonatnj.gov) so that a TEAMS session can be arranged.

**Request for Qualifications - Local Endorsement for Cannabis Licensing**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. Sealed responses to these requests are required to be delivered to the Department of Community Development, Office of Planning and Zoning, Hamilton Township Municipal Building, 6101 Thirteenth Street, Mays Landing, NJ 08330 **on or before 1:00 p.m. on October 11<sup>th</sup>, 2023**. The envelope containing the proposal shall be clearly marked on the outside of the sealed envelope to show the **New Jersey State Cannabis License Applications** for which the proposal is submitted, i.e. (Local Endorsement for Cannabis Licensing, Class \_\_) as listed above. Faxed or emailed proposals will be rejected.

At the designated time and place for the receipt of proposals, the Director of Community Development will publicly open and read the name for all the responses received.

All endorsements pursuant to the fair and open process will be awarded by a majority vote of the Township Committee at a public meeting.

Applicants must select one, and only one zone for which they are applying to, any applicant submitting a general application or multi-zone application shall be automatically denied.

Persons awarded an endorsement under these procedures are required to comply with the requirements for Business Entity Disclosure Certification, Equal Employment Opportunity Laws and Regulations, N.J.S.A.10:5-31 et seq. and N.J.A.C.17:27 et seq. Americans With Disabilities Act of 1990, P.L. 2004 C19. “The New Jersey Local Unit Pay-to-Play” Law (N.J.S.A. 19:44-A-20.4 et seq.), New Jersey Campaign Contributions and Expenditure Reporting Act (N.J.S.A. 19:44A-1 et seq.). According to 40A:11-23, the Township is prohibited from receiving bids on Mondays or any day directly following a State or Federal Holiday. Further information as to these requirements are contained in the proposal packets available in the Department of Community Development, Office of Planning and Zoning.

## **Local Endorsement for Cannabis Licensing; RFQ 2023-2**

### **Selection Criteria for Agricultural (AG), Forest Areas (FA-10, FA-25, FA-70), Industrial Business Park (IBP), Design Commercial (DC) and Highway Commercial (HC) Zoning Districts**

The selection criteria to be used by the Cannabis Review Committee of the Township of Hamilton, Atlantic County, in making a recommendation to the Township Committee as to which proposals are the most advantageous to the municipality, price and other factors considered, shall be as follows:

1. Site Control: Letter of Intent, Lease, Ownership or Contract to Purchase
  - a. Scoring: 15 points for site control; 0 points for lack of site control
  - b. Applicants submitting as microenterprises will receive a minimum of 5 points for site control even if they do not have site control at the time of the application.
2. Commitment to hiring 51% Women, Minority and Veteran Staff that are residents of the Township of Hamilton.
  - a. Scoring: 20 points for commitment, 0 points for lack of commitment
3. Commitment to the Municipality to be expressed in time and funds (eg...clean-ups, volunteer work and support of local community organizations)
  - a. Scoring: Pro-rated with a maximum of 25 points.
4. Sufficient financial reserves to ensure survival of enterprise
  - a. Scoring: Pro-rated; a maximum of 25 points will be awarded to those entities that can provide proof of twenty-four (24) months of operating expenses.
  - b. Microbusiness applications will receive a maximum score with proof of twelve (12) months of operating expenses.
5. Where the owner is a corporation, partnership, association or company, fifty percent (50%) of the individual(s) having an ownership interest in same is/are current residents of the Township of Hamilton for three (3) or more consecutive years at the time of application will receive 10 points. Seven (7) points will be awarded for two (2) consecutive years of residence; four (4) points will be awarded for one (1) year of residence. Less than one year of residence will be prorated up to 3 points.
6. Five (5) points will be awarded to Veteran owned businesses.

If after receipt of any proposals as described above and prior to any recommendation by the Township of Hamilton Cannabis Review Committee or the Township Committee determines to revise the required applications or to seek additional information, all applicants who have submitted proposals will be given equal opportunity to resubmit or modify their proposal. No applicants who score under 70 points will be recommended for endorsement. Any applicant

scoring less than 70 points shall not apply again for twelve (12) months. After two (2) failed attempts a resolution declining to endorse will be issued.

Applicants will be eliminated from consideration if they do not meet applicable Federal, State or Township legal requirements. Where Federal or State law regulations require a procedural step(s) at variance with these procedures, Federal or State requirements shall govern.

All endorsements pursuant to the fair and open process will be awarded by a majority vote of the Township Committee at a public meeting.

Applicants must select only one zone for which they are applying to, any applicant submitting a general proposal, or a multi-zone proposal shall be automatically disqualified.

Persons awarded an endorsement under these procedures are required to comply with the requirements for Business Entity Disclosure Certification, Equal Employment Opportunity Laws and Regulations, N.J.S.A.10:5-31 et seq. and N.J.A.C.17:27 et seq., Americans With Disabilities Act of 1990, P.L. 2004 C19. “The New Jersey Local Unit Pay-to-Play” Law (N.J.S.A. 19:44-A-20.4 et seq.), New Jersey Campaign Contributions and Expenditure Reporting Act (N.J.S.A. 19:44A-1 et seq.). According to 40A:11-23, the Township is prohibited from receiving bids on Mondays or any day directly following a State or Federal Holiday. Further information as to these requirements are contained in the proposal packets available in the Department of Community Development, Office of Planning and Zoning.

**Proposals are being solicited for the following:**

INTRODUCTION

The Township of Hamilton is soliciting proposals for applicants interested in receiving an endorsement for a State of New Jersey Cannabis License.

**RFQ SUBMITTAL REQUIREMENTS**

**A. Proposals must include the following items:**

1. A cover letter setting forth the experience of each member-component of the Consultant, including any sub-consultant's experience on similar projects, key personnel qualifications, and relevant experience, understanding of the application and the Township of Hamilton's needs, approach to the enterprise, and commitment and ability to perform the enterprise.
2. Legally verifiable documentation of the scoring metrics in the rubric(s) on page 3.

**B. Proposal Response:** Elements of this RFQ will be scored and ranked by the Evaluation Committee.

1. Minimum Qualifications and Responsiveness: Township will review proposals for initial decisions on responsiveness and responsibility. Those proposals determined to be responsive and submitted responsible proposals will proceed to Step 2 of the evaluation process.
2. The Evaluation Committee is comprised of representatives from the Township. They will evaluate proposals using the criteria set forth in the scoring rubric on page three (3). Responses will be scored and ranked in accordance with the weighting specified. Responses that score over 70 will be forwarded to the Township Redevelopment Review Committee for its review and recommendation.
3. The Redevelopment Review Subcommittee will review the proposal(s) and schedule interviews with top ranked firms that are considered most competitive. The rankings of firms shall be determined by combining results of interviews and proposal submittals. The Redevelopment Review Committee may at its discretion make site visits., results of these visits (if taken) would be combined with the results of written proposal evaluations in reaching a final recommendation to the Township Committee.
4. The Township will select the vendors that are evaluated to be most advantageous, price and other factors considered, to the Township. When evaluation of the responses produces ratings that are equivalent, the Redevelopment Review Committee will recommend award of the endorsement to the vendor(s) whose response is deemed to be in the best interests of the Township.

**TOWNSHIP OF HAMILTON**

**STANDARDIZED SUBMISSION REQUIREMENTS AND SELECTION CRITERIA**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS FOR ENDORSEMENT OF  
NEW JERSEY STATE CANNABIS LICENSE APPLICATIONS**

The Township of Hamilton is seeking sealed submissions in response to a Public Notice for the Solicitation of Applicants for Endorsement of Cannabis Licenses.

**The selection criteria to be used in awarding endorsements shall include in ranked order:**

1. Applicants will be scored based on the scoring rubrics on page 3 as applicable.

**Please Note this Additional Requirement:**

Applicant entities shall submit one (1) original, two (2) additional copies of their sealed submission as well an electronic copy on a flash drive on or before **1:00 p.m. of October 11, 2023.**

# TOWNSHIP OF HAMILTON

## INFORMATION FOR ENTITIES

### FAIR AND OPEN PUBLIC SOLICITATION PROCESS

#### 1.1 Receipt and Opening of Submissions

##### Owner and Project

The Township of Hamilton, Atlantic County, New Jersey (hereinafter called the "TOWNSHIP") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

##### Time and Place of Submission Openings

Director of Community Development and/or the designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place submissions will be publicly opened and read aloud.

##### Submissions Not in Compliance

The TOWNSHIP may waive any informality or reject any and/or all submissions, in accordance with the Fair and Open Public Solicitation Process pursuant to P.L. 2004, c.19 (N.J.S.A.19:44A20.4, et seq.)

##### Withdrawing Submissions

Submissions forwarded to the Director of Community Development and/or the designated representative before the time of opening of submissions may be withdrawn upon written application of the entity who or which shall be required to produce evidence showing that he/she are or they represent the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time for opening of submissions.

#### 1.2 Qualifications of Entities

##### Individuals Performing Tasks

Names of roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

##### Past Performance

Documented past performance of same and/or similar service.

### Description of Abilities

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).

### Cost Details

If applicable, cost details including the hourly rates of each of the individuals who will be performing services and all expenses.

## **1.3 Preparation of Submissions**

### Completion of Submissions

Each submission must be provided in a succinct typewritten letter and signed by the entity or principal thereof and shall contain the name, address and telephone number of the entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. Each submission shall be contained in a sealed envelope addressed to the Township of Hamilton, Department of Community Development, Office of Planning and Zoning, 6101 Thirteenth Street, Mays Landing, New Jersey, 08330, and said envelopes shall specify the Title and Number for which the submission is provided. The submission is to be clearly marked “**Local Endorsement for Cannabis Licensing, Class \_\_**” and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered. Faxed or emailed proposals will be rejected.

The TOWNSHIP will not be responsible for submissions forwarded through the United States Mail or any delivery service if lost in transit at any time before submission opening, or if hand delivered to incorrect location.

The submission shall be accompanied by (1) submission letter as described above, (2) a Non-Collusion Affidavit, (3) a Disclosure of Ownership Form, (4) an Insurance Requirement Acknowledgement Form, (5) a Mandatory Equal Employment Opportunity Notice Acknowledgment, (6) Entity Information Form, (7) Acknowledgement of Corrections, Additions and Deletions Form, (8) Political Contribution Disclosure Form, (9) Disclosure of Investment Activities in Iran.

All forms listed above (#2 through #9) shall be completed in their entirety.



#### **1.4 Time for Award of Resolution of Support**

The contracting unit shall award the resolution of support or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than sixty (60) days, except that the submissions of any entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed.

#### **1.5 Modifications of Submissions**

Any entity may modify his/her submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The TOWNSHIP, prior to the closing time, must receive such communication.

#### **1.6 Rejection of submission**

##### Multiple Submissions Not Allowed

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

##### Unbalanced Submissions

Submissions, which are obviously unbalanced, may be rejected at the option of the TOWNSHIP.

##### Right to Reject Submissions

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

##### Right to Waive Informalities Reserved

The TOWNSHIP expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the TOWNSHIP'S judgment serves its best interests.

#### **1.7 Facsimile Documents Provided in a Submission**

Under no circumstances, on submission documents requiring authorized signatures, will the OWNER accept documents provided through facsimile machine.

## **1.8 Contract Compliance and Equal Employment Opportunity in Public Contracts**

All entities are required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27, et seq.

## **1.9 General Requirements/Information**

The entity shall guarantee any or all material and services under these specifications. Defective or inferior items shall be replaced at the expense of the entity.

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

The TOWNSHIP OF HAMILTON reserves the right to cancel any contract entered into upon thirty (30) days written notice.

**TOWNSHIP OF HAMILTON, ATLANTIC COUNTY**

**CHECKLIST**

**TITLE: Local Endorsement for Cannabis Licensing, RFQ 2023-**

**SUBMISSION DATE: On or Before 1:00 p.m. – May 3, 2023**

**The following items, shall be provided with the receipt of sealed submissions:**

1. Letter Setting Forth Qualifications and Proposal..... \_\_\_\_\_
2. Non-Collusion Affidavit..... \_\_\_\_\_
3. Disclosure Of Ownership Form..... \_\_\_\_\_
4. Mandatory Equal Employment Opportunity Notice ..... \_\_\_\_\_
5. Entity Information Form..... \_\_\_\_\_
6. Insurance Requirement Acknowledgment Form..... \_\_\_\_\_
7. Acknowledgment Of Corrections, Additions or Deletions Form..... \_\_\_\_\_
8. Political Contribution Disclosure Form..... \_\_\_\_\_
9. Disclosure of Prohibited Activities in Russia, Belarus & Iran..... \_\_\_\_\_

**The following item shall be provided prior to award of Resolution of Support:**

1. Copy of your **Business Registration Certificate** as issued by the State of New Jersey, Department of Treasury, Division of Revenue.....  
\_\_\_\_\_

**REMINDER:**

**Please submit one (1) original and two (2) additional copies as well as an electronic version of the sealed submission on a flash drive.**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

ss:

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)  
\_\_\_\_\_ the bidder making this Proposal for the RFQ  
entitled \_\_\_\_\_

\_\_\_\_\_, and that I executed the said  
(title of RFQ proposal) proposal with full authority to do so that said bidder has  
not, directly or indirectly entered into any agreement, participated in any collusion, or  
otherwise taken any action in restraint of free, competitive bidding in connection with the  
above named project; and that all statements contained in said proposal and in this affidavit  
are true and correct, and made with full knowledge that the Township of Hamilton, County  
of Atlantic, relies upon the truth of the statements contained in said Proposal and in the  
statements contained in this affidavit in awarding the contract for said project.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name of affiant under signature

Subscribed and sworn to  
Before me this day

\_\_\_\_\_, 20

Notary Public of New Jersey

My Commission expires \_\_\_\_\_

(seal)

**DISCLOSURE OF OWNERSHIP**

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership.”

- 1) If the entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
- 2) If the entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
- 3) If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
- 4) If the entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

**COMPLETE ONE OF THE FOLLOWING STATEMENTS:**

**I. Stockholders or Partners owning 10% or more of the company providing the submission:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. No Stockholder or Partner owns 10% or more of the company providing this submission:**

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

**III. Submission is being provided by an individual who operates as a sole submission:**

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

**IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):**

Limited Partnership                       Limited Liability Corporation

Limited Liability Partnership               Subchapter S Corporation

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

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**

**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS AND GENERAL SERVICE CONTRACTS**

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

The successful entity(s) shall submit to the TOWNSHIP OF HAMILTON after notification of award but prior to execution of a resolution of support, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor 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. 17:27-1.1 et seq.;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the TOWNSHIP OF HAMILTON to be completed by the vendor in accordance with N.J.A.C. 17:271.1 et seq.

The successful entity may obtain the Employee Information Report (AA302) from the TOWNSHIP OF HAMILTON during normal business hours.

The undersigned entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

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

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

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

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

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

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

**ENTITY INFORMATION FORM**

If the Entity is an *INDIVIDUAL*, sign name and give the following information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

\_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ If individual has a *TRADE NAME*, give such trade name:

Trading As: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\*\*\*\*\*

If the Entity is an *PARTNERSHIP*, give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Signature of authorized agent: \_\_\_\_\_

\*\*\*\*\*

If the Entity is *INCORPORATED*, give the following information:

State under whose laws incorporated: \_\_\_\_\_

Location of principal office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Fax No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served:

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Name of Corporation: \_\_\_\_\_

Signature: \_\_\_\_\_ By: \_\_\_\_\_

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

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the Department of Community Development prior to the Resolution of Endorsement by the Township Committee.

The minimum amount of insurance to be carried by the entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

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

**Acknowledgement of Insurance Requirement:**

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Print Name and Title)



**ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_ of the firm \_\_\_\_\_

\_\_\_\_\_ hereby acknowledge that any

corrections, additions and/or deletions have been initialed and dated in this

submission package.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name of affiant and title under signature)

\_\_\_\_\_  
(Date)

## **ATTENTION ALL ENTITIES**

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

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

**P.L. 2009, c.315 (A-557/S2366)**: Reforms Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010.

- The law now allows the Business Registration Certificate to be filed anytime prior to award of the contract and the bidder had to have obtained the Business Registration Certificate prior to receipt of bids.

Further information may be obtained by visiting the following web site at the State of New Jersey: [www.nj.gov/treasury/revenue/busreqcert.htm](http://www.nj.gov/treasury/revenue/busreqcert.htm)

### **Goods & Services Contracts (including purchase orders):**

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

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

## **AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The CONTRACTOR and the TOWNSHIP OF HAMILTON (herein referred to as the TOWNSHIP) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 ("The Act") (42 U.S.C.S. 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 rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event 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 City in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the TOWNSHIP, 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 violations. 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 TOWNSHIP'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP or if the TOWNSHIP 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 TOWNSHIP 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 TOWNSHIP or any of its agents, servants, and employees, the TOWNSHIP shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives.

It is expressly agreed and understood that any approval by the TOWNSHIP 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 TOWNSHIP or its representatives.

It is further agreed and understood that the TOWNSHIP assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and sub-contractors 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 TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## **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**

### **GOODS, 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 contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

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.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM  
 Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

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 N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
 Signature Printed Name Title

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
|                  |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |

Check here if the information is continued on subsequent page(s)



|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Check here if the information is continued on subsequent page(s) **List of Agencies with Elected Officials Required for Political Contribution Disclosure N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative Districts:

State Senator and two members of the General Assembly per district.

County:

Commissioners

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities: Mayor and members of governing body, regardless of title



# Disclosure of Investment Activities in Iran

|                          |  |
|--------------------------|--|
| <b>Person or Entity:</b> |  |
|--------------------------|--|

## Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**.

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 N.J. Division of Purchase and Property website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 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 <u>listed</u> 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**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 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 sign and complete the Certification below. Failure to provide such 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 – Additional Information

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 on additional sheets provided by you.

## Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Contracting Unit is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

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