

**Borough of Matawan**  
201 Broad Street, Matawan New Jersey 07747



Karen Wynne, RMC  
Municipal Clerk  
(732) 566-3898 ext. 602  
Fax (732) 290-7585  
[karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com)

<b>Criteria for Submission of Qualifications for Professional Contracts Under the Fair and Open Process</b>
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**NOTICE IS HEREBY GIVEN**, for all applications in positions set forth more fully in a notice of publication authorized by the Governing Body of the Borough of Matawan, for submission of qualifications that shall take into consideration the following factors which will be weighed by the governing body of the Borough of Matawan, as the basis of an award for professional services most advantageous to the Borough of Matawan:

Each interested firm shall submit a proposal containing the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorney(s) will be assigned to work with the Borough;
3. Rate Schedule for all Personnel (Secretarial, Clerical and the like are not reimbursable);
4. Areas of Practice;
5. Description of firm's attorneys' education, experience, qualifications, number of years with the firm or other firms and a description of their experience with projects similar to those described above;
6. Experience related to representation of public entities and knowledge and experience with the Borough of Matawan;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Any other information that the interested firm deems relevant;
9. All Items Outlined in the Proposal Checklist;
10. A certificate of insurance issued by a producer or insurer, showing professional liability coverage for at least \$500,000/\$1,000,000. The certificate should show the Borough of Matawan as the certificate holder. The certificate should provide that the insurer will endeavor to send a notice to the certificate holder if coverage is cancelled prior to the policy expiration date. (If the firm's proposal is accepted by the Borough and coverage expires during the term of the contract, the firm will be required to provide a renewal certificate of insurance, showing a retroactive date no later than the inception date of the contract, thereby evidencing continuous coverage during the term of the contract.); and,
11. A clear and concise statement of hourly fees for all legal work to be undertaken, and where is applicable, the amount of same and what services are included in retainer.

## **Selection Criteria**

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

1. Qualifications of the firm and the individual(s) who will perform the tasks;
2. Experience of the firm and the individual(s) who will perform the tasks;
3. References for the firm and the individual(s) who will perform the tasks; and
4. The firm's ability to perform the tasks in a timely fashion, including staffing and familiarity with the municipality.

Selection of professionals shall be solely on the governing body's evaluation of the submitted material in the criteria set forth in this document.

Applicants must submit all materials (including one (1) hard copy plus one (1) CD copy) in a sealed envelope addressed to the Municipal Clerk of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, and shall be received on or before Thursday, August 8, 2024 at or before 11:00 AM.

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

**Borough of Matawan**

**Public Notice of Addendum**

**SOLICITATION OF RESPONSES TO REQUEST FOR QUALIFICATIONS**

**Borough of Matawan**

NOTICE IS HEREBY GIVEN that the Borough of Matawan is accepting response to request for qualifications for the Borough of Matawan during the year 2024:

**Borough of Matawan Branding and Website Services**

All responses shall be submitted to Karen Wynne, Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 no later than on or before **Thursday, August 9, 2024 at or before 11:00 AM.**

Responses shall be submitted in the following manner: one (1) printed copy and one (1) copy submitted in electronic format (CD or USB). All responses are to be clearly labeled which shall include the following information: Borough of Matawan, Name and Address of Respondent, Year and Position (or Appointment Respondent is applying for), and Date of Response.

The Borough will not be responsible for submissions forwarded through the U.S Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to an incorrect location.

Responses are being solicited in accordance with fair and open process as set forth by PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq.

A copy of the request for qualifications document may be obtained at the Office of the Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ during normal business hours, by contacting the Clerk at [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com) or on the Borough's website, [www.matawanborough.com](http://www.matawanborough.com).

Karen Wynne, RMC  
Municipal Clerk

## **Scope of Branding and Website Services**

### **Intent**

The Borough of Matawan is seeking proposals from qualified branding firms to provide comprehensive branding services. This RFP is intended to solicit proposals from firms with experience in municipal branding, capable of delivering a distinctive and cohesive brand identity that reflects the unique character and vision of the Borough of Matawan.

### **Objective**

The primary objective of this project is to develop a comprehensive branding strategy that includes a new logo, tagline, brand guidelines, and other branding elements that will enhance the Borough's identity and visibility. The branding should effectively communicate Matawan's heritage, values, and vision to residents, businesses, and visitors.

### **Scope of Work**

The selected firm will be responsible for the following tasks:

1. Brand Discovery and Research
  - a. Conduct stakeholder interviews, focus groups, and surveys to gather insights and perceptions about Matawan.
  - b. Analyze current branding efforts and identify areas for improvement.
2. Brand Strategy Development
  - a. Develop a brand positioning statement and brand architecture.
  - b. Define the core values, mission, and vision of the Borough.
3. Brand Identity Design
  - a. Create a new logo(s) and tagline that reflects the Borough's identity.
  - b. Develop a color palette, typography, and visual elements to be used across all branding materials.
4. Brand Guidelines
  - a. Produce comprehensive brand guidelines that include the proper usage of the logo, color schemes, typography, and other visual elements.
  - b. Provide guidelines for consistent brand messaging across various platforms and media.
5. Website Design
  - a. Design a user friendly and visually appealing website that reflects the new brand identity.
  - b. Ensure the website is responsive and accessible on all devices.
  - c. Provide training and support for Borough staff to manage the website content.
6. Implementation Plan
  - a. Develop an implementation plan for the new brand, including a timeline and budget.
  - b. Provide recommendations for launching the new brand to the public.
7. Deliverables
  - a. Final logo(s) and tagline in various formats (vector, raster, etc.)

- b. Brand guidelines document.
- c. Website design
- d. Implementation plan document.
- e. Any additional branding materials (templates, signage, etc.) as required.

## **Proposal Requirements**

Interested firms are invited to submit a proposal that includes the following:

1. Executive Summary
  - a. Briefly describe the firm's understanding of the project and its approach to fulfilling the requirements.
2. Firm Background
  - a. Provide an overview of the firm, including its history, size, and areas of expertise.
  - b. Highlight relevant experience with municipal branding projects.
3. Project Team
  - a. Introduce the team members who will be involved in the project, including their roles and qualifications.
4. Proposed Approach and Methodology
  - a. Describe the firm's approach to the project, including the methodology for each phase of the work.
5. Work Plan and Timeline
  - a. Provide a detailed work plan and timeline for the project, including key milestones and deliverables.
6. Budget
  - a. Provide a detailed budget breakdown for the project, including fees for each phase of the work and any additional costs.
7. References
  - a. Provide at least three references from similar projects, including contact information.
8. Sample Work
  - a. Include examples of previous branding work, particularly for municipalities or similar organizations.

## **PROPOSAL CHECKLIST**

Items required (Owner's Checkmarks)

Items submitted with proposal (Respondent's INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH PROPOSAL IS MANDATORY CAUSE FOR REJECTION OF PROPOSAL**

_____ Respondent's Proposal (including one (1) hard copy plus one (1) CD copy)	_____
_____ Rate Schedule for all Personnel (Secretarial, Clerical and the like are not reimbursable)	_____
_____ Acknowledgement of receipt of addenda or revisions (if any)	_____
_____ Copy of NJ Business Registration Certificate - Respondent	_____
_____ Statement of Ownership	_____
_____ Stockholder Disclosure Certification	_____
_____ Affirmative Action Compliance Notice	_____
_____ Equal Employment Opportunity Language	_____
_____ Americans with Disabilities Act of 1990 Language	_____
_____ Disclosure of Investment Activities in Iran Form	_____

**B. PREFERRED AT TIME OF PROPOSAL SUBMISSION, BUT MANDATORY WHEN INDICATED**

_____ Public Disclosure Statement – At least 10 days prior to award of contract	_____
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**C. FAILURE TO SUBMIT THESE ITEMS AT TIME OF PROPOSAL MAY BE CAUSE FOR REJECTION OF PROPOSAL**

_____ Non-Collusion Affidavit	_____
_____ Certificate of Professional Liability Insurance	_____

**THE UNDERSIGNED RESPONDENT HERewith SUBMITS THE DOCUMENTS INDICATED ABOVE**

PRINT NAME OF RESPONDENT: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

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

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND  
RETURNED WITH ALL ITEMS**

**BOROUGH OF MATAWAN**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**  
(if any)  
(Pursuant to Public Law 1999, Chapter 39)

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

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

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

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

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


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

# NJS BUSINESS REGISTRATION CERTIFICATE SAMPLE

Page 1 of 1

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107330</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>		
FORM-BRC(08-01)	Acting Director	

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
<b>Taxpayer Name:</b>	<b>TAX REG TEST ACCOUNT</b>
<b>Trade Name:</b>	
<b>Address:</b>	<b>847 ROEBLING AVE TRENTON, NJ 08611</b>
<b>Certificate Number:</b>	<b>1093907</b>
<b>Date of Issuance:</b>	<b>October 14, 2004</b>
<b>For Office Use Only:</b>	
<b>20041014112823533</b>	



**STATEMENT OF OWNERSHIP DISCLOSURE**

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

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of**

**Organization:** \_\_\_\_\_

**Organization**

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

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)      ☐ Limited Liability Company (LLC)
- ☐ Partnership      ☐ Limited Partnership      ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address



**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Matawan is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Matawan to notify the Borough of Matawan in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Matawan to declare any contract(s) resulting from this certification void and unenforceable.

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

**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

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

**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)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

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

## **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, 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 contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and 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 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 employ minority and women workers consistent with the applicable county employment goals established in

accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county 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 applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan 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 Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

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

The contractor and the \_\_\_\_\_ of \_\_\_\_\_, (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 rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and 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.





## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

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

BID SOLICITATION # AND TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### CHECK THE APPROPRIATE BOX

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

OR

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

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


Duration of Engagement  
Anticipated Cessation Date

*\*Attach Additional Sheets If Necessary.*

### CERTIFICATION

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

Signature

Date

Print Name and Title

## NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY: : ss  
COUNTY OF :

I, \_\_\_\_\_, Residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to law of my oath depose and say that:

I am a \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (company submitting bid)

The bidder making the proposal for \_\_\_\_\_,  
(title of bid)

and that I executed the said 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 Borough of Matawan, Monmouth County, New Jersey, 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

\_\_\_\_\_  
(company submitting bid)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

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

\_\_\_\_\_  
(Type or Print name of affiant and Title under signature)

**Submission Form**  
(Attach additional sheets if necessary)

**Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications.**

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**References and record of success of same or similar service:**

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**Description of ability to provide the services in a time fashion (including staffing, familiarly, and location of key staff):**

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**Cost details, including the hourly rates of each of the individuals who will perform services and all expenses:**

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