

Borough of Keyport

**REQUEST FOR PROPOSALS FOR
Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety**

Borough of Keyport

Contract Term

July 1, 2026 through June 30, 2028

SUBMISSION DEADLINE

11 am

JULY 14, 2026

Administrative Offices

ADDRESS ALL PROPOSALS TO:

Borough of Keyport
Attn: Hector A. Herrera
70 W. Front Street
Keyport, NJ 07735

**REQUEST FOR PROPOSALS FOR
Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety**

Page 1 of 24

**Borough of Keyport
Monmouth County, New Jersey**

PUBLIC NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Borough of Keyport at Borough Hall, 70 W Front Street, Keyport, New Jersey 07735 in the County of Monmouth and State of New Jersey on Tuesday, JULY 14, 2026, at 11 a.m. prevailing time in the Borough Clerk's office and then publicly opened and read aloud for:

Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety

The Request for Proposals is available on the Borough web site at <https://keyportonline.com/rfq-bid-opportunities/> or in the Borough Clerk's office located at 70 W Front Street, Keyport, New Jersey 07735, between the hours of 9 a.m. and 3 p.m. daily, except Saturday, Sundays and Holidays. Completed proposals must be submitted to, and received by, the Clerk's Office, 70 W Front Street, Keyport, New Jersey 07735 on or before 11 a.m. on Tuesday, July 14, 2026. Respondents are instructed to label the outside of the envelope or package to the effect that the enclosure consists of Proposal, in response to this Request for Proposals. Proposals will not be accepted by facsimile.

The selection of qualified respondents and award of a contract are subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive contracting process, to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the Request for Proposals. Through a Request for Proposals process, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a proposal in accordance with the procedure and schedule in the Request for Proposals. The Borough will review proposals only from those firms who submit a Proposal that includes all the information required in the sole judgment of the Borough. The Borough intends to qualify respondents who (a) possess the financial and physical capabilities to provide the proposed services, and (b) agree and meet the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough.

The Borough of Keyport reserves the right to consider the proposals for sixty (60) days after the receipt thereof, and further reserves the right to reject any or all proposals, either in whole or in part, to waive any informality, and make such awards or take action as may be in the best interest of the Borough of Keyport.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (Affirmative Action), and the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

BOROUGH OF KEYPORT

Hector A. Herrera, Borough Administrator

GENERAL INFORMATION & SUMMARY

1. ORGANIZATION REQUESTING PROPOSAL

Borough of Keyport
70 W Front Street
Keyport, New Jersey 07735

2. CONTACT PERSON

All communications regarding this procurement must be in writing addressed to Hector A. Herrera, Borough Administrator, via email: hherrera@keyportonline.com, or regular mail to the above address. Notwithstanding the foregoing, requests for copies of this Request for Proposals (RFP) may be made via telephone to Hector A. Herrera at (732) 739-5122.

All questions regarding this RFP must be submitted in writing to the above Contact Person on or before July 7, 2026. The Borough will respond to questions in writing, which questions and responses will be provided to all Respondents. No responses will be provided orally to any Respondent.

3. PURPOSE OF REQUEST AND SUBMISSION DUE DATE

- A. The Borough of Keyport is requesting proposals from qualified Respondents to provide Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety, described in more detail in Section VI, Scope of Services, of this RFP for the Borough of Keyport. Proposals will be evaluated in accordance with the criteria set forth in this RFP. The services are exempt from bidding pursuant to N.J.S.A. 40A:11-5(dd).
- B. Proposals must be received by the Borough of Keyport on or before Tuesday, July 14, 2026. Proposals must be addressed to the Contact Person in Section II, above and mailed or hand delivered to the Borough at the address set forth in Section I, above.

4. PERIOD OF CONTRACT

The term of any contract(s) awarded hereunder shall be for two (2) years, commencing on July 1, 2026 through June 30, 2028; at the Borough's sole option, the contract may be extended for an additional one (1) year.

5. CONTRACT

The successful Respondent(s) shall be required to execute the Borough's standard contract, which includes indemnification, insurance, termination and provisions.

It is also agreed and understood that the acceptance of the final payment by the successful Respondent(s) shall be considered a release in full of all claims against the Borough arising out of, or by reason of the work performed and materials furnished under any contract(s) awarded.

6. VI. SCOPE OF SERVICES

FOR: Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety

SITE: Throughout Borough of Keyport

SCOPE OF WORK:

The Borough of Keyport is soliciting proposals from qualified vendors to provide, install, and maintain automated parking enforcement devices designed to detect and document parking violations in restricted areas, including but not limited to:

- Crosswalks
- No Parking Zones
- Fire Hydrants
- Bus Stops
- ADA-accessible areas

The intent of this RFP is to enhance pedestrian safety, improve traffic flow, and increase compliance with local parking regulations through the use of advanced technology.

The Borough of Keyport seeks to address ongoing safety concerns related to illegal parking, particularly in crosswalks and other restricted zones that obstruct visibility and accessibility. Traditional enforcement methods have proven resource-intensive and inconsistent. Automated enforcement solutions are expected to:

- Improve enforcement efficiency
- Reduce unsafe conditions
- Provide consistent and defensible violation documentation

The successful proposer shall provide a turnkey system, including:

1.1 Equipment

- High-resolution camera systems capable of:
 - Capturing still images and/or video
 - Operating in all weather and lighting conditions
- Automatic License Plate Recognition (ALPR)
- GPS location tagging
- Time and date stamping

1.2 Detection Capabilities

- Identification of vehicles stopped or parked in restricted areas
- Configurable enforcement zones (e.g., geofenced crosswalks)
- Dwell-time thresholds (e.g., vehicle stopped > 7 seconds)

1.3 Deployment Options

- Fixed installations (e.g., poles, traffic infrastructure)
- Dwell-time thresholds (e.g., vehicle stopped > 7 seconds)

1.4 Software Platform

- Secure, CJIS-compliant platform
- Violation review/approval workflow

- Integration with:
 - Municipal court systems
 - Ticketing/violation processing systems

1.5 Data Management

- Secure storage and chain-of-custody controls
- Configurable retention policies
- Audit logs and evidentiary integrity

1.6 Maintenance & Support

- Ongoing technical support
- Preventative maintenance

1.7 Compliance Requirements

- Vendors must ensure that their solution complies with:
 - All applicable New Jersey State laws and regulations
 - Local municipal ordinances
 - Privacy and civil liberties protections
 - ADA considerations (where applicable)
- Vendors should also outline how their system addresses:
 - Due process requirements
 - Public transparency
 - Data privacy protections

7. GENERAL SUBMISSION REQUIREMENTS

Respondents to this RFP shall submit an original and three copies of their proposals containing the following general information:

1.1 Qualifications & Experience

- Firm background and years in operation
- Experience with NJ or comparable municipalities
- At least three (3) government references

1.2 Technical Proposal

- Description of system architecture
- Equipment specifications
- Accuracy rates and validation methodology

1.3 Implementation Plan

- Project schedule
- Deployment methodology
- Training program

1.4 Cost Proposal

- Itemized pricing:
 - Equipment

- Installation
- Licensing
- Maintenance
- Disclosure of any revenue-sharing model, if applicable

1.5 Compliance Documentation (MANDATORY)

- Failure to include the following may result in disqualification:
 - Affirmative Action Compliance (N.J.S.A. 10:5-31 et seq.)
 - Business Registration Certificate (BRC)
 - Ownership Disclosure Statement (N.J.S.A. 52:25-24.2)
 - Non-Collusion Affidavit
 - Disclosure of Investment Activities in Iran
 - Americans with Disabilities Act (ADA) Compliance Statement
 - A description of any particular area(s) of expertise you or your firm may possess that is not otherwise included in the information requested above.
 - A statement that the Respondent will comply with the General Terms and Conditions set forth at Section XIV hereof and enter into the Borough's standard form of Services Contract.
 - A Statement as to whether Respondent or any of its principals have been convicted of a crime in the last (5) years.

8. PROPOSAL EVALUATION

The Borough will select the most advantageous proposal based on all of the evaluation factors set forth in Section XI of this RFP. The Borough intends to award a contract to the respondent whose proposal is in the best interest of the Borough.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The successful respondent shall be determined by an evaluation of the total content of the proposal submitted. The Borough reserves the right, in accordance with applicable law, to:

- a. Reject all proposals
- b. Select only portions of a particular respondent's proposal for further consideration
- c. Award a contract for the requested Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety at any time within sixty days from the due date of the RFP, except that, upon request of the Borough, Respondents or any of them may agree to hold open their proposal for an additional sixty days.
- d. All proposals shall remain valid during the initial sixty days or additional sixty days, if extended.

9. EVALUATION CRITERIA

Proposals will be evaluated in accordance with N.J.S.A. 40A:11-4.4 using the following weighted criteria:

Criteria	Weight
Technical Approach & System Capabilities	35%
Experience & Qualifications	25%
Implementation Plan	20%
Cost Proposal	20%

The Borough reserves the right to conduct interviews.

10. BOROUGH RIGHTS UNDER THE RFP

- This RFP does not commit the Borough to award a contract.
- The Borough (in its sole judgment) reserves the right to reject for any reason any and all proposals and components thereof and to eliminate any and all respondents responding to this RFP from further consideration for this procurement, subject to applicable law, or to waive any informalities in the proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the Borough to do so.
- The Borough reserves the right (in its sole judgment) to reject any respondent that submits an incomplete or nonresponsive proposal to this RFP.
- The Borough reserves the right, without prior notice, to supplement, amend or modify this RFP, or otherwise request additional information.
- All Proposals shall become the property of the Borough and will not be returned.
- Any and all proposals not received by the Borough at the designated time and date will be rejected.
- All proposals will be made available to the public at the appropriate time, as determined by the Borough, in accordance with law.
- The Borough may request respondents to attend interviews.
- Neither the Borough, nor its staff, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the proposal, nor shall there be any reimbursement to Respondents for the cost and expenses of preparing and submitting a proposal or for participating in this procurement process.
- The Borough reserves the right to conduct investigations of any or all of the respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal.
- The Borough has the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, the Borough may determine to

commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

11. USE OF INFORMATION

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

12. GENERAL TERMS AND CONDITIONS

- A. In case of failure to perform or defective performance by the successful respondent, the Borough of Keyport may procure the Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety from other sources, deduct the cost of the replacement Services from monies due to the successful Respondent under the contract and hold the successful Respondent responsible for any excess cost occasioned thereby.
- B. The Respondent shall maintain the following insurance coverages in the limits set forth below to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability:
 - General Liability \$1m per occurrence \$2m aggregate
 - Automobile Liability \$1m Combined Single Limit
 - Workers Compensation \$500k
 - Proof of Professional Liability including Cyber Liability Insurance.
- C. Each proposal must be signed by a person authorized to do so.
- D. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Borough assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- E. The Mandatory Equal Employment Opportunity Contract Language for Services Contracts, at Appendix B, shall become part of the contract to which the successful respondent must comply
- F. By submission of the proposal, the respondent certifies that the Automated Parking Enforcement Devices for No-Parking Zones and Crosswalk Safety to be furnished will not infringe upon any valid patent, trademark or copyright and the successful respondent shall, at its expense, indemnify and defend the Borough, its officers, elected officials, employees, agents and consultants from and against any and all actions or suits charging such infringement, and will save the Borough, its officers, elected officials, employees, agent and consultants harmless in any case of any such infringement.

- G. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Borough officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- H. Pursuant to N.J.S.A. 19:44A-20.27, contractors doing business with public entities must file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) if they receive contracts in excess of \$50,000 per year from public entities. Respondents are responsible for determining whether a filing with ELEC is necessary. Additional information on this matter may be obtained from ELEC at 888-313-3532 or at www.elec.state.nj.us.
- I. Respondent is required to complete and submit with its proposal the Respondent's Checklist at Appendix A, below, and all Appendices listed therein. The Appendices shall form part of Respondent's proposal.

END OF GENERAL INSTRUCTIONS

APPENDIX A

RESPONDENT'S CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE LISTED DOCUMENTS OR INFORMATION MAY BE CAUSE FOR REJECTION

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

INITIAL

- | | |
|--|-------|
| A. An original and three (3) signed copies of your complete proposal | _____ |
| B. Authorized signatures on all forms | _____ |
| C. Mandatory Equal Employment Opportunity (Appendix B) | _____ |
| D. Required Evidence of Affirmative Action (Appendix C) | _____ |
| E. Acknowledgement of Receipt of Addenda (Appendix D) | _____ |
| F. Non-Collusion Affidavit (Appendix E) | _____ |
| G. New Jersey Business Registration Certificate (Appendix F) | _____ |
| H. Ownership Disclosure Certification (Appendix G) | _____ |
| I. Disclosure of Investment Activities in Iran (Appendix H) | _____ |
| J. Agreement to Proceed (Appendix I) | _____ |

NAME OF RESPONDENT:

By Name _____ Date _____

APPENDIX B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C.17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, 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.

(REVISED 4/10)

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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

APPENDIX C

REQUIRED EVIDENCE OF AFFIRMATIVE ACTION

If awarded a Contract, the Contractor shall comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27-1 et seq.). Within seven (7) days after receipt of the Notice of Award or receipt of the Contract, whichever is sooner, the Contractor shall present one of the following to the Borough:

- a. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter), OR
- b. A photocopy of approved Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27-4, OR
- c. An Affirmative Action Employee Information Report (Form AA302), provided by the Affirmative Action Office and completed by the Contractor in accordance with N.J.A.C. 17:27-4.

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C.127.

This questionnaire along with a copy of your Federal Affirmative Action Plan, Certificate of Employee Information Report, or completed AA302 Form must be filed by the successful Bidder on or before the date that the Contract is executed.

1. Our company has a Federal Affirmative Action Plan approval.

Yes _____ No _____

If yes, submit a copy of said approval.

2. Our company has a New Jersey State Certificate of Employee Information Report Approval.

Yes _____ No _____

If yes, submit a copy of the New Jersey State Certificate.

3. If you do not have either of the above, check below:

_____ Please send our company an Affirmative Action form for our completion. (AA302 - Affirmative Action Employee Information Report.) This form must be completed and filed by the successful Bidder/contractor on or before the date that the Contract is executed.

The Affirmative Action Affidavit for vendors having less than fifty employees is no longer acceptable, a New Jersey Certificate of Approval or AA302 is required.

I certify that the above information is correct to the best of my knowledge.

(Company Name)

(Signature)

(Print Name)

(Title)

(Date)

Note: A Bid must be rejected as non-responsive if a Bidder fails to comply with requirements of P.L. 1975, c.127, within the required time frame.

APPENDIX D

ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO RFP

RESPONDENT'S NAME: _____

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned Respondent hereby acknowledges receipt of the following notices, revisions, or addenda to the RFP. By indicating date of receipt, Respondent acknowledges the submitted Proposal takes into account the provisions of the notice, revision or addendum. Note that the Borough's record of notice to Respondents shall take precedence and that failure to include provisions of changes in a Proposal may be subject for rejection of the Proposal.

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received

If no addenda or revisions were received, check here: ____

Acknowledgment by Respondent:

Name of Respondent: _____

By Authorized Representative: _____

Signature: _____

Printed Name and Title: _____

Date: _____

APPENDIX E

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF SOMERSET

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 THE RESPONDENT HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS RFP;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF BOUND BROOK RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDED THE CONTRACT FOR THE COMPUTER SERVICES; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE RESPONDENT.

PRINT NAME OF AFFIANT

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY OF
_____ 20____.

Notary Public of New Jersey
My commission expires: _____

APPENDIX F

NJ BUSINESS REGISTRATION CERTIFICATE

Respondent understands that if it is the successful Respondent, prior to award the contract, it shall submit to the Borough of Bound Brook a photocopy of its Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue for itself and all subcontractors. Below is a sample of the Business Registration Certificate. The successful Respondent must be registered with the New Jersey Department of Treasury, Division of Revenue as of the date of submission of the bid.

For additional information on New Jersey Business Registration Certificates or to register on line refer to website: <http://www.nj.gov/treasury/revenue/busregcert.shtml>.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 962 TRENTON NJ 08646-0962
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107330	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE	07/14/04	
TRENTON NJ 08611		
EFFECTIVE DATE:		
01/01/01		
FORM-BRC(08-01)		

John S. Tully
Acting Director

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

APPENDIX G

OWNERSHIP DISCLOSURE CERTIFICATION

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

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

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

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

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

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

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

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

Part I

Check the box that represents the type of business organization:

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

Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 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, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

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

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

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

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

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

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

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

OR

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

AND

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

Bidder must sign below, and Bidder's signature must be notarized:

Name of Bidder

Signature of an Individual authorized to sign on behalf of Bidder.

Title

Subscribed and sworn before me this ____ day of

_____, 2 ____.

A Notary Public of New Jersey

My Commission expires:

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL

APPENDIX H

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN *(This form must be completed and submitted with bid)*

Respondent: _____

PART 1: CERTIFICATION

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

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

PLEASE CHECK THE APPROPRIATE BOX:

- ☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

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

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN
IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.

Name _____

Relationship to Bidder _____

Description of Activities _____

Duration of Engagement _____

Anticipated Cessation Date _____

Bidder/Offeror

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 the Borough of Bound Brook 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 Borough of Bound Brook to notify the state in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Borough of Bound Brook at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____ Date: _____

APPENDIX I

AGREEMENT TO PROCEED

The Undersigned hereby agrees that, if awarded the contract, he/she/it shall commence work and deliver goods or services at the prices bid, and that he/she/it will complete all of the work within the time provided in these documents.

If a corporation, Respondent has been authorized to submit its Proposal by a proper corporate resolution, a copy of which certified to be a true copy by the corporation secretary is attached hereto.

DATED:_____

Name of Respondent

Signature & Title

Address

Telephone Number

*Subscribed and sworn to
before me this ___ day
of _____, 20__.

*Respondents signature, regardless of the form of Respondents entity (i.e. sole proprietorship, partnership, joint venture, corporation, etc.) must be notarized.