

**West Amwell Township  
REQUEST FOR PROPOSAL**

**Public Notice for the Solicitation of Professional Service Contract  
for Insurance Broker of Record/Risk Management Consultant  
for the Period of January 1, 2015 through December 31, 2015**

Please take notice that the Township of West Amwell is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

- Insurance Broker of Record/Risk Management Consultant

Information regarding the General Criteria and Specific Criteria that will be used to evaluate Proposals, together with a complete RFQ/RFP package, are on file and available in the Township Clerk's Office, 150 Rocktown-Lamb. Road, Lambertville, New Jersey 08530. Submission packages may be obtained at the Township Clerk's Office, (609) 397-2054 during regular business hours, 8:30 a.m. to 3:30 p.m., Monday through Friday, excluding holidays. The submission packages are also available on the Township's website, [www.westamwelltp.org](http://www.westamwelltp.org).

Qualification Statements and Proposals must be received by the Township Clerk no later than 2:00 p.m. (prevailing time) on December 4, 2014. **No responses will be accepted late.** Any responses received after 2:00 p.m. will be returned unopened. Responses will be opened and read on December 4, 2014 at 2:00 p.m. All persons and firms shall submit one (1) unbound copy of their Qualification Statement and Proposal/Quote. All submissions must be delivered to the Township Clerk either in person or through the mail service as follows:

Township of West Amwell  
150 Rocktown-Lamb. Road  
Lambertville NJ 08530

Qualification Statements and Proposals/Quotes will not be accepted by facsimile or e-mail. The Township shall not be responsible for delivery delays of any kind and will not accept any Qualification Statements and Proposals after the time set forth above.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership from (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Township reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Township shall award the contract or reject all submissions no later than 60 days from receipt of same.

Lora L. Olsen, Township Clerk

Dated: November 10, 2014

**West Amwell Township  
REQUEST FOR PROPOSAL**

**Public Notice for the Solicitation of Professional Service Contract  
for Insurance Broker of Record/Risk Management Consultant  
for the Period of January 1, 2015 through December 31, 2015**

The following is a description of the professional services needed, including, where appropriate, a description of tasks involved:

**GENERAL CRITERIA FOR PROFESSIONAL APPOINTMENT**

1. Resume with background and experience.
2. Experience and reputation in profession/field.
3. Knowledge of the Township of West Amwell and subject matter to be addressed in contract for professional services.
4. Availability to perform duties of position.
5. Compensation proposal.
6. Compliance with all New Jersey statutes for rendering of professional services to the Township of West Amwell, including, but not limited to pay-to-play law, equal employment opportunity law, affirmative action, and business registration requirements as well as the Ordinances of the Township of West Amwell.
7. Particular factors that demonstrate that the professional appointment would be in the best interests of the Township of West Amwell.
8. Evaluation of specific criteria for professional appointment.

NOTICE: Proposals will be evaluated on the basis of the general criteria set forth above, the specific criteria for the professional position that is being sought, and will be determined on the basis of the most advantageous proposal, price and other factors considered.

**Insurance Broker of Record/Risk Management Consultant (R1VIC)  
Specific Criteria**

**Minimum Qualifications:**

All Qualification Statements for this professional service shall include at a minimum the following information and/or a statement that such minimum qualifications are met:

1. Names of the two (2) primary individuals who will perform required tasks for

the Township of West Amwell as well as copies of their entity and individual New Jersey Insurance Producer Licenses.

2. Identify the person who will be primarily responsible for the services required by the Township and provide a description of the experience of the primary person along with their resume.
3. Describe Applicant's ability to provide services in a timely fashion including a description of Applicant's staffing.
4. Copy of Applicant's Certificate of Employee Information Report.
5. Copy of Applicant's New Jersey Business Registration Certificate.
6. A minimum of ten (10) years experience handling insurance coverage and risk management consulting for public entities in New Jersey.
7. A minimum of five (5) years experience representing clients with coverage through a municipal joint insurance fund.
8. Provide a list of five (5) New Jersey local government entities represented by the Applicant
9. State whether the Applicant has had any claims of malpractice made against Applicant during the last five (5) years in connection with Applicant's representation of a New Jersey local government entity.
10. Applicant must maintain its principal office within the State of New Jersey.

Scope of Services:

The Township desires to appoint an Insurance Broker of Record/Risk Management Consultant beginning on or about January 1, 2015 who is familiar with the current liability and casualty insurance trends in the State of New Jersey, has a good working relationship with one or more municipal joint insurance funds and has knowledge and familiarity with other available New Jersey insurance programs.

Submission:

Applicant shall provide evidence that the minimum qualifications are met.

Evaluation of Proposals:

The Township intends to select an Insurance Broker of Record and Risk Management consultant effective on or about January 1, 2015 to provide advice and consultation as requested and to gather the necessary underwriting data, prepare for property & casualty insurance coverage, general liability coverage, and other forms of insurance for the 2015 renewal period.

The proposals will be evaluated and selection made in accordance with the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with the operation of New Jersey local government entities
- Experience of the firm in providing similar services to other New Jersey public entities. Qualifications and experience of the professional.

**TOWNSHIP OF WEST AMWELL**

**INFORMATION FOR PROFESSIONAL SERVICES ENTITIES**  
**(FAIR & OPEN PUBLIC SOLICITATION PROCESS)**

***1B.1 RECEIPT AND OPENING OF SUBMISSIONS***

**1B.1.1 OWNER AND PROJECT**

The Township of West Amwell, Hunterdon County, New Jersey (hereinafter called the "OWNER") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

**1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS**

Township Clerk and/or her designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

**1B.1.3 SUBMISSIONS NOT IN COMPLIANCE**

The OWNER may waive any informality or reject any and/or all submissions, in accordance with the *Fair and Open Public Solicitation Process for Professional Service(s)* pursuant to P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 et seq.)

***1B.1.4 WITHDRAWING SUBMISSIONS***

Submissions forwarded to the Township Clerk and/or her designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they 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 of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

***1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES***

**1B.2.1 INDIVIDUALS PERFORMING TASKS**

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience, including municipal experience, similar to the services contained herein.

### 1B.2.2 PAST PERFORMANCE

Documented past performance of same and/or similar service.

### 1B.2.3 REFERENCES

References and record of success of same or similar service.

### 1B.2.4 DESCRIPTION OF ABILITIES

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

### 1B.2.5 COST DETAILS

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

### 1B.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment used in performing the task(s).

## **1B.3 PREPARATION OF SUBMISSIONS**

### 1B.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package, and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services 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 West Amwell, 150 Rocktown-Lamb. Road, Lambertville, New Jersey 08530 and said envelope shall specify the Title for which the submission is provided. The submission is to be clearly marked "Sealed Submission Enclosed" 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.*

The Owner 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.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualifications Submission, and (8) an Acknowledgement of Corrections, Additions or Deletions Form.

All forms listed above, (#1 through #8) shall be completed in their entirety.

### 1B.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

### ***1B.4 TIME FOR AWARD OF CONTRACT***

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

The award of the Contract for this service will not be made unless the Township's Chief Financial Officer has certified the necessary funds in a lawful manner.

### ***1B.5 MODIFICATIONS OF SUBMISSIONS***

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The OWNER, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

### ***1B.6 REJECTION OF SUBMISSIONS***

#### 1B.6.1 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 for the same professional service shall not be considered.

#### 1B.6.2 UNBALANCED SUBMISSIONS

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

#### 1B.6.3 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.

#### 1B.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the Township of West Amwell to award submissions on a "service by service" basis, "per project" basis, in part or in whole as determined by the Owner.

#### 1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED

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

### ***1B.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS***

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

### ***1B.8 PAYMENT***

Checks are processed by the Township of West Amwell's Finance Department once per month for the last meeting of the month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted no later than the Friday prior to the meeting date.

### ***1B.9 TRANSITIONAL PERIOD***

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract

under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

***1B.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION***

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

**1B.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS**

Professional services 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.

**1B.12 GENERAL REQUIREMENTS/INFORMATION**

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

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

***NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.***

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

Contract Term: Pursuant to N.J.S.A. 40A:11-3(b), ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months".

This solicitation is for a one (1) year contract for services, from January 1, 2015 through December 31, 2015.

## 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 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, 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.**

SIGNED \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

ADDRESS OF FIRM \_\_\_\_\_

\_\_\_\_\_

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

## **BUSINESS REGISTRATION CERTIFICATE**

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 West Anwell) 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 or successor thereof.

**The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue shall be provided at the time any submission is received. This law covers construction as well as non-construction submissions.**

Further information may be obtained by visiting the following web site at the State of New Jersey: [www.nj.gov/treasury/revenue/busregcert.htm](http://www.nj.gov/treasury/revenue/busregcert.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;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 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.

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

The contractor and the Township of West Amwell (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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during 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.

## TOWNSHIP OF WEST AMWELL

### STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

#### *(FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)*

The Township of West Amwell is seeking sealed submissions in response to a Public Notice for the Solicitation of Professional Service Contracts.

#### **The standardized submission requirements shall include:**

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience, including municipal experience, with projects similar to the services contained herein including their education, degrees and certifications.
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details, including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of "not to exceed" amount.

#### **The selection criteria to be used in awarding contracts shall include:**

Proposals will be evaluated by the Township of West Amwell on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience, references and reputation in the field. Knowledge of the Township of West Amwell and the subject matter to be addressed under the contract.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter. Availability to accommodate any required meetings.
4. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.
5. Other factors if determined to be in the best interest of the Township of West Amwell.

**TOWNSHIP OF WEST AMWELL**  
**CHECKLIST**

**PROFESSIONAL SERVICE TITLE:** \_\_\_\_\_

**SUBMISSION DATE:** No later than December 4, 2014 at 2:00 p.m. prevailing time

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

- 1. Non-Collusion Affidavit ..... \_\_\_\_\_
- 2. Disclosure of Ownership Form ..... \_\_\_\_\_
- 3. Insurance Requirement Acknowledgement Form ..... \_\_\_\_\_
- 4. Mandatory Equal Employment Opportunity Notice Acknowledgement \_\_\_\_\_
- 5. Copy of your ***Business Registration Certificate*** as issued by the State of New Jersey, Department of Treasury, Division of Revenue ..... \_\_\_\_\_
- 6. Professional Service Entity Information Form ..... \_\_\_\_\_
- 7. Qualifications Submission ..... \_\_\_\_\_
- 8. Acknowledgement of Corrections, Additions or Deletions Form ..... \_\_\_\_\_

Reminder

**Please submit one (1) original unbound copy of the sealed submission.**

**TOWNSHIP OF WEST AMWELL PROPOSAL SHEET**  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL**

**PROFESSIONAL SERVICE TITLE:** \_\_\_\_\_

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Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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Fee for Serving as \_\_\_\_\_  
*(Insert Professional Service Title)*

\$ \_\_\_\_\_

Please check if \_\_\_\_\_ Hourly or \_\_\_\_\_ Annual  
**(Check One)**

Attach a schedule of hourly rates and any additional fees charged.

Schedule Attached:      Yes \_\_\_\_\_ No \_\_\_\_\_  
**(Check One)**



# TOWNSHIP OF WEST AMWELL

## DISCLOSURE OF OWNERSHIP FORM

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 individual who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service 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 professional service 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 professional service 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:

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

#### 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 proprietorship:

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: \_\_\_\_\_

**TOWNSHIP OF WEST AMWELL**  
**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the Township Clerk's Office upon award of contract by the Mayor and Governing Body.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

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

***Acknowledgement of Insurance Requirement:***

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

\_\_\_\_\_ (Printed Name and Title)

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service 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 professional service entity shall submit to the Township of West Amwell, 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 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 West Amwell to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Township of West Amwell during normal business hours.

The successful professional service entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the West Amwell Township, and the gold *Vendor* copy is retained by the professional service entity.

**The undersigned professional service 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 professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service 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: \_\_\_\_\_

# TOWNSHIP OF WEST AMWELL

## PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service 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.: \_\_\_\_\_

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If the Professional Service Entity is a *PARTNERSHIP*, give the following information:

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

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

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

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

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

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

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

\*\*\*\*\*

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

State under whose laws incorporated:

\_\_\_\_\_

Location of principal office:

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. 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: \_\_\_\_\_

# TOWNSHIP OF WEST AMWELL

## SUBMISSION FORM

*Note: Attach additional sheets as necessary.*

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

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2. References and record of success of same or similar service:

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

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

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*Note: Attach additional sheets as necessary.*

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

Authorized Representative (Print):  
\_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**TOWNSHIP OF WEST AMWELL**

**ACKNOWLEDGEMENT 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)*