



**Borough of Manville**  
Borough Clerk's Office  
325 N. Main St.  
Manville, NJ 08835  
(908)725-9478

# Request for Proposals

## 2026 Professional Services for Borough of Manville

Dear Applicant:

Enclosed please find a Bid Proposal Package for the 2026 Professional Services for Borough of Manville.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq.* Proposals must be submitted to the Borough of Manville Clerk's Office located at 325 North Main St. Manville, NJ 08835 no later than **11:00 AM on December 16, 2025**

Thank you for your interest in the Borough of Manville.

Sincerely,

Gabriella Siboni, RMC, CMR  
Municipal Clerk



**Borough of Manville**  
Borough Clerk's Office  
325 N. Main St.  
Manville, NJ 08835  
(908)725-9478

**NOTICE OF SOLICITATION OF PROPOSALS FOR  
2026 Professional Services for Borough of Manville**

**RESOLUTION 2025-257**

**Authorizing The Borough Clerk To Prepare Requests For Proposals For Professional Services  
And To Publicize The Same**

**WHEREAS**, The Borough of Manville seeks requests for proposals to render the following professional services to the Borough for the year 2026:

- Appraisal Services
- Board of Health Attorney
- Bond Attorney
- Cyber Security/ IT Infrastructure- Network Security
- Engineering Services
- Flood CRS Consultant
- Flood Hazard Mitigation Consultant
- Flood Plain Management Consultant
- Information technology Consultant
- Joint Land Use Board Attorney
- Labor Attorney
- Municipal Attorney
- Municipal Auditor
- Municipal Surveyor
- Planning Consultant
- Redevelopment Attorney
- Redevelopment Consultant
- Risk Management and Insurance Broker
- Tax Attorney

**WHEREAS**, The Borough of Manville seeks to appoint qualified individuals to the referenced positions through a fair and open process, and;

**WHEREAS**, the submissions from potential vendors will be due no later than Tuesday, December 16, 2025 at 11 a.m.; and

**WHEREAS**, Notice of the Borough of Manville Solicitation for RFQ's shall be posted on the Borough's website and Borough Clerk's Bulletin Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Manville as follows:

1. The Borough Clerk is authorized, in consultation with such other Borough personnel as necessary or advisable, to prepare Requests for Proposals describing the type and scope of professional services sought by the Borough as indicated in this resolution and shall solicit responses to same.
2. That the Borough Council of Manville Borough, County of Somerset and the State of New Jersey that the Acting Borough Administrator and Borough Clerk are hereby authorized to solicit RFQ's for the above listed 2026 Professional Service Contracts.
3. That the qualifications criteria on file in the Office of the Municipal Clerk, including disclosure of contributions pursuant to Borough Ordinance #2016-1169, shall be utilized in making said appointments.

**BOROUGH OF MANVILLE**  
**REQUEST FOR QUALIFICATIONS/ PROPOSALS**  
**VARIOUS PROFESSIONALS 2026**

The Borough of Manville is soliciting qualifications and proposals for the provision of various Professional Services, specifically in the following areas:

- Appraisal Services
- Board of Health Attorney
- Bond Attorney
- Cyber Security/ IT Infrastructure- Network Security
- Engineering Services
- Flood CRS Consultant
- Flood Hazard Mitigation Consultant
- Flood Plain Management Consultant
- Information technology Consultant
- Joint Land Use Board Attorney
- Labor Attorney
- Municipal Attorney
- Municipal Auditor
- Municipal Surveyor
- Planning Consultant
- Redevelopment Attorney
- Redevelopment Consultant
- Risk Management and Insurance Broker
- Tax Attorney

The successful respondent(s) shall be selected by the Mayor and Borough Council on the basis of that which is most advantageous to the Borough, taking into consideration the following factors.

The demonstrated ability to successfully perform the requested services and the proposed compensation for these services will carry substantial weight in the selection process:

- Proposed fee schedule on an Hourly Basis and a Monthly Flat fee (if applicable).
- Qualifications, experience and reputation in the field by the firm and its personnel.
- Knowledge of the subject matter
- Availability to attend all required meetings
- Availability of personnel, facilities, equipment and other resources to provide such services.
- Any other factors demonstrated to be in the best interests of the Borough of Manville.

Therefore, given these factors, all proposals shall include, at a minimum, the following information and documentation in the Borough Prescribed Format.

1. A proposed fee schedule for the calendar year 2026 that shall include either a flat fee on a monthly basis and/or hourly rates for all staff potentially assigned to handle any matter under this contract. It shall also include any costs not included in the monthly flat fee or the hourly staff charges such as mileage, postage, and photocopying. (See Fee Schedule Form)
2. Names, titles, and roles of the individuals who will perform tasks under the proposed contract including narrative, by individual of experience in related and similar tasks as that which is being proposed.
3. A narrative on the experience of the firm in related and similar tasks as that which is being proposed.
4. A list of references for the firm and those individuals, as cited in Item #3 above, including postal and e-mail addresses and telephone numbers. This area shall also include verifiable records of successes in all applicable areas.
5. Complete description of the ability to meet the needs of the Borough in a timely manner including staffing patterns/ levels, familiarity on subjects facing municipal government, and location/ business address of the firm and its key staff as listed in Item #3 above.
6. Any other additional item(s) not covered in Items 1 through 5 that will demonstrate the ability of the firm, its partners, key staff and employees or any other agent(s) to responsibly meet the generally anticipated and specific needs of the Borough of Manville.

**Background Information to be considered when responding to this solicitation.**

The Borough of Manville is located in Somerset County, New Jersey. The projected population of the 1.6 Square Mile municipality is approximately 6,893.

**Meeting Dates (Subject to Change)**

- Borough Council meets on the second and fourth Monday of the month at 7:00PM and conducts special meetings when necessary.
- Joint Land Use Board meets on the first Thursday of the month at 7:00PM and conducts special meetings when necessary. There are some dates where the board meets on the second Thursday of the Month.

### **General Instructions**

**One Original and one copy of the proposal package and one electronic version** (disk, flash drive, etc) must be submitted to the Borough no later than **10:00AM on February 28** at the following address:

Office of the Borough Clerk  
325 North Main St.  
Manville, NJ 08850.

The proposals must be sealed and **Clearly Labeled on the exterior of the envelope the position the proposal is being submitted for**. Each position being applied for requires a separate application. Please do not utilize one form for multiple positions or submit multiple positions in one package. **Electronic versions of the proposal cannot be emailed**, this will disqualify the proposal from consideration as it affects the confidentiality of the proposal process.



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# Document Checklist

Construction Projects

N.J.S.A. 52:34-15

Goods and Services

Not required by law

**Submission Requirement**

**Initial Each Required Entry  
and submit the item**

<input type="checkbox"/>	Proposal Form <i>(Page 6)</i>	_____
<input type="checkbox"/>	Bid Guarantee (With Power of Attorney for full amount of Bid Bond)	Not Applicable
<input type="checkbox"/>	Consent of Surety (With Power of Attorney for full amount go Bid Price)	Not Applicable
<input type="checkbox"/>	Statement of Ownership Certification <i>(Page 13)</i>	_____
<input type="checkbox"/>	Acknowledgement of Receipt of Addenda <i>(Page 12)</i>	_____
<input type="checkbox"/>	Public Works Contractor Registration Certificate	Not Applicable
<input type="checkbox"/>	Non-Collusion Affidavit <i>(Page 11)</i>	_____
<input type="checkbox"/>	Disclosure of Investment Activities in Iran <i>(Page 17)</i>	_____
<input type="checkbox"/>	Prevailing Wage	Not Applicable
<input type="checkbox"/>	Equipment Certification	Not Applicable
<input type="checkbox"/>	Proof of Business Registration <i>(Page 18)</i>	_____
<input type="checkbox"/>	Mandatory Affirmative Action Language <i>(Page 15)</i>	_____
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language <i>(Page 16)</i>	_____
<input type="checkbox"/>	Status of Present Contracts	_____
<input type="checkbox"/>	References	_____
<input type="checkbox"/>	All documents set forth in the Specifications	_____
<input type="checkbox"/>	Completed Checklist	_____

**Acknowledged for:**

Company Name of Bidder: \_\_\_\_\_

**By:**

Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_



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# Proposal Documents

Date \_\_\_\_\_

Proposal Documents for

**2026 Various Professional Services**

(Project)

(Position Applied For)

Bids will be received by the Borough Clerk of the Borough of Manville at the Manville Municipal Building, 325 North Main St. Manville, NJ 08850 by

**December 16, 2025**

(Date Bids Due)

**11:00AM**

(Time Bids Due)

**Please submit ONE Original and ONE digital copy of your proposal to the Borough Clerk's Office.**

Prepared by: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address

PO Box

Address of Bidder

Town

State

Zip

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Summary Proposal Sheet

**Hourly Rate**

*(More detailed rates on Fee Schedule)*

**Monthly Flat Fee**

*(If applicable)*

**Description of Services  
included in Monthly Flat Fee**



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# Qualification Proposal Form

## 2026 PROFESSIONAL SERVICES WITHIN THE BOROUGH

The undersigned declares that he/she has carefully examined and fully understands the Information for Applicants, Specifications and other documents herein referred to and agrees to furnish and deliver all materials and to perform all work in accordance with the contract documents for the 2026 Professional Services within the Borough.

Applicant's Name

---

Authorized Signature

---

Print Name

---

Title

---

Telephone

---

Fax

---

E-mail Address

---





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## **Information on Individuals to be Performing Tasks under this Proposal**

*(Include for each individual anticipated to perform tasks)*

Name of Company \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title of Individual \_\_\_\_\_

Years of Experience \_\_\_\_\_

Area(s) of expertise/ specialization \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Municipal/ Government Work \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



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## **Additional Required Narratives**

Attach Separate Pages for the following: Please make sure that the name of the proposing firm is clearly marked at the top of each page in case pages become separated.

1. Narrative on the experience of the firm in matters facing municipal government especially those of similar size and form of that of the Borough of Manville.
2. A list of all references for the firm including postal and e-mail addresses and telephone numbers.
3. Narrative of successes in applicable related areas including references for these verifiable successes.
4. Provide a narrative detailing the firm's ability to timely meet the needs of the Borough. You should include, but not limited the narrative to, a description of staffing patterns/levels including the combination of experience between the staff anticipated to work on issues under this proposal. The narrative should describe the geographical location of the firm and its key employees as it relates to responsiveness to Borough and its needs.
5. An optional narrative can be supplied as a summary or "catch all" for information that has not been included in other areas of your proposal.



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# Affidavit of Non-Collusion

N.J.S.A. 52:34-15

**State of New Jersey**

**County of Somerset**

**Owner:** Borough of Manville

**Project:** \_\_\_\_\_

The undersigned, of full age, being duly sworn according to law on my oath depose and say: that I am of the firm making the Bid, that I executed the Bid with full authority to do so; that 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 Work; and that all statements contained in the Bid and in this affidavit are true and correct and made with full knowledge that Owner relies upon the truth of the statements contained in the Bid and in the statements contained in this affidavit in an award of a contract of the Work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure a contract upon an agreement or understanding for a commission, percentage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Bidder in accordance with N.J.S.A. 52:34-15.

Company Name of Bidder: \_\_\_\_\_

**By:**

Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_



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# Acknowledgement of Receipt of Addenda

N.J.S.A. 40A:11-23c. 1), 2), & 3)

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

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

No Addenda were Received

**Acknowledged for:**

Company Name of Bidder: \_\_\_\_\_

**By:**

Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_



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# Statement of Ownership

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)

Name of Business \_\_\_\_\_

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

OR

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print name and Title of Affiant

My Commission Expires:

Corporate Seal



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# **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 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.  
OR
- (d) Certification of Exemption From Affirmative Action Regulations P.L. 1975, c 127 (N.J.A.C. 17:27)

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 Name of Bidder: \_\_\_\_\_

**By:**  
Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_



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# **Mandatory Affirmative Action Language**

## **Equal Employment Opportunity Language**

Goods, Professional Service and General Service Contracts

### **Exhibit A**

*N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27*

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.**



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**Certification of Exemption From  
Affirmative Action Regulations**  
Goods, Professional Service and General Service Contracts  
**Exhibit B**  
*N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27*

I, \_\_\_\_\_ (Name of Contractor), hereby certify that I have less than four (4) employees and am hereby exempt from Affirmative Action Regulations P.L. 1975, c. 127 (N.J.A.C. 17:27)

Company Name of Bidder: \_\_\_\_\_

**By:**  
Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_



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# Mandatory Language Americans with Disabilities Act of 1990

Title II of the Americans with Disabilities Act of 1990 (42 U.S.C.  
S121 01 et seq.)

## APPENDIX A

### AMERICANS WITH DISABILITIES ACT OF 1990

#### Equal Opportunity for Individuals with Disability

The contractor and the **Borough of Manville** (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. S121 01 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.

Company Name of Bidder: \_\_\_\_\_

**By:**  
Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_



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# Disclosure of Investment Activities in Iran

Public Law 2012, c. 25

Pursuant to Public law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of 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 person or entity.

I certify, pursuant to Public Law 2012, c.25, that the person or entity listed below for which I am authorized to bid/ renew:

Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers or products used to construct or maintain pipe lines used to transport oil or liquefied natural gas, for the energy sector of Iran

**AND**

Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.** You must provide, accurate and precise description of the activities of the bidding person/ entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name _____	Relationship to Bidder/ Offeror _____
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 Manville Borough is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough 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 Manville Borough, Somerset County, New Jersey and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

**Acknowledged for:**

Company Name of Bidder: \_\_\_\_\_

**By:**  
 Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_



**Borough of Manville**  
Borough Clerk's Office  
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## Business Registration Certificate

N.J.S.A. 52:32-44 (P.L. 2004, C.57)

Date \_\_\_\_\_

A Business Registration Certificate serves two purposes:

- **For public contracting, as proof of valid business registration with the New Jersey Division of Revenue.** All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- **To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2.** You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may [obtain a certificate online](#). Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

You may check the [online registration inquiry](#) to determine if the business is already registered. If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.9292.

### Filing Form NJ-REG

In most cases, you may [submit Form NJ-REG online](#). Exceptions and additional requirements include:

- Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a **corporation, limited partnership, limited liability company or limited liability partnership** must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a [Certificate of Incorporation](#) or Formation with the Division. You may wish to review information concerning [getting registered](#) to assist with this process.
- **Out-of-state businesses** that believe they do not have state tax nexus will file a [paperform NJ-REG](#) in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.
- **Individuals or Unincorporated Construction Contractors** with no business tax or employer obligations may register using [Form Reg-A](#) instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.
- **Non-profit organizations** although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

### Public Contracts

When seeking a public contract, an affirmative action report (Form AA-302) will also be required. The Certificate of Registration may not be used as evidence of compliance with the affirmative action requirements and submitted in lieu of Form AA-302. Both forms will be required. The Division of Contract Compliance and Equal Employment Opportunity in Public Contracts provides guidelines for awarded public contracts. In addition, answers to [frequently asked questions](#) are provided by the Division of Local Government. While designed for local government contracting, the FAQ page contains guidance that it is applicable to most New Jersey government procurement activities.

- [Registering for Tax Purposes](#)
- [Instructions for Contracting with Local Government, Colleges and Universities, County Colleges and Boards of Education](#)
- [Guidelines and Regulations for Awarded Public Contracts](#)
- [Affirmative Action Employee Information Report \(Form AA-302\)](#)
- [Local Finance Notices for Registering and Obtaining Proof of Registration](#)



**Borough of Manville**  
Borough Clerk's Office  
325 N. Main St.  
Manville, NJ 08835  
(908)725-9478

## **Disclosure of Contributions to ELEC**

N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, S.3)

Forms to be provided by ELEC

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).



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# Disclosure of Contributions to Manville

Ordinance 2016-1169

Name of Candidate, Political Organization, or Political Committee	Name of Contributor and Relationship to Applicant	Date of Contribution	Amount of Contribution	Type of Contribution <i>(Cash, Check, Loan, In-Kind)</i>

**Certification Under Penalty of Perjury**

I, \_\_\_\_\_, (print name), hereby certify, under penalty of perjury:

- (a) That I have read the instructions above;
- (b) That I am related to the applicant or business entity as follows: \_\_\_\_\_
- (c) That I am authorized to sign this sworn certification on behalf of the applicant or business entity;
- (d) That the above chart shows a complete list of ALL contributions as defined in the instructions above, and
- (e) That the applicant or business entity defined in Subsection I(a) above has not made or solicited any “monetary contributions” as defined subsection I(e) above, and that I will not make any such contributions during the time this application is pending or during the term of the appointment or contract. I am aware that I must submit an updated certification if any additional contributions are made during said periods.

I hereby certify that this statement is true; I am aware if this statement is willfully false, I am subject to punishment.

Company Name of Bidder: \_\_\_\_\_

**By:**  
 Name of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_