

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

**1 Park Drive, PO Box 486, Mount Holly, New Jersey 08060
(609) 267-0015**

REQUEST FOR PROPOSALS

FOR

SOLICITOR

CONTRACT: 2025-04

Date Issued: December 17, 2024

Responses Due: January 28, 2025

REQUEST FOR PROPOSAL (RFP)

CONTRACT: 2025-04 - FOR SOLICITOR

I. PURPOSE AND INTENT

Through this Request for Proposals (RFP), Mount Holly Municipal Utilities Authority (hereinafter the "OWNER") seeks to engage a Solicitor for the year **2025** commencing upon approval and formal appointment by the Owner Board at the annual reorganization meeting scheduled for **Thursday February 13, 2025**, or upon appointment at an alternate date. This appointment will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4, *et seq.*

The Owner is seeking sealed proposals in response to a Public Notice for the Solicitation of a Professional Service Contract. It is understood by the proposer that this proposal is provided based on standardized submission requirements prepared by the Owner. All proposers shall become familiar with these standardized submission requirements or conditions. A proposer's failure to do the same will not be accepted as an excuse.

This professional service contract is awarded for a one (1) year term, **from 12:00A.M. Friday February 14, 2025, through 12-midnight Thursday February 12, 2026.***

Potential bidders/proposers may obtain a copy of the RFP by completing the Contract/Bid Form at: www.mhmua.com (click on Documents, then Forms, then Bid Documents). Upon receipt of the **COMPLETED** Contract/Bid Form, the Owner will email a copy of the requested document to the person whose information appears on the form. Below is the information required by the form:

Name:	Email:	Phone:
Contract/Bid Name & Contract Number:		
Company/Firm Name:		
Address:	City:	State:
		Zip:

II. PROPOSAL SUBMISSION

Submittal Type	A. One (1) original hardcopy and one (1) unbound copy in a sealed envelope marked "Submission of Qualifications/Proposal for Contract 2025-04: Solicitor" clearly marked on the outside of the envelope. a. Facsimiles, E-mails, or other forms of electronic filing are unacceptable and will not be considered by the Owner.
Address Sealed Proposals to	Anthony G. Stagliano, Sr., QPA, Mount Holly Municipal Utilities Authority 1 Park Drive, P.O. Box 486, Mount Holly, NJ 08060-0486
Receipt Date	A. All sealed proposals must be received by the Owner no later than Tuesday January 28, 2025, at 10:00 A.M. prevailing time. a. Proposals received after 10:00 A.M prevailing time will be returned to the proposer unopened.
Receipt, Opening, & Announcement	Proposals meeting the above criteria will be opened and announced at 37 Washington Street, Mount Holly, NJ, Tuesday January 28, 2025, at 10:00 A.M. prevailing time
New Jersey Open Public Records Act	All documents/information submitted in response to this solicitation shall be available to the public as required by N.J.S.A. 47: 1A-1, <i>et seq.</i>
Proposer Costs	The Owner will not be responsible for any costs associated with the oral or written and/or presentation of the proposals.
Owner's Rights Reserved	A. The Owner reserves the right to reject all proposals, with or without cause, and waive any irregularities or informalities in the proposals 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, <i>et seq.</i>). a. If all proposals are rejected, the Owner reserves the right to re-solicit proposals. B. The Owner further reserves the right to make such investigations as it deems necessary as to the qualifications of all vendors submitting proposals.
Record Retention	A. The Owner shall maintain all documentation for a period of five years from the date of final payment. a. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

III. MINIMUM QUALIFICATIONS

General Criteria	The Professional Qualifications for the Solicitor shall include but may not be limited to the following: A. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment. B. Experience generally in the proposer's profession, including exposure to issues likely to be of assistance in serving as Solicitor. C. Knowledge of the Owner's operations. D. The ability of the assigned Solicitor to attend meetings of the Owner's Board, usually on the second Thursday of each month at 6:00 p.m. and/or at the time and place published by the Owner. E. Absence from client base of any client(s) who is currently or has in the past five years done business with the Owner: a. In the alternative, the proposer can articulate the name(s) of such clients and the nature of that client's business with the Owner:
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	i. For purposes of this subparagraph, "doing business with the Owner" includes vending or other contractual obligations to the Owner or being an applicant before the Owner. ii. Attachment G, Conflict of Interest Certification, must be executed. F. A compensation proposal, set forth in detail, including a request for benefits, if any. G. Other factors if demonstrated to be in the best interest of the Owner. H. Must maintain a bona fide office in the State of New Jersey. I. Must have sufficient support staff to provide all the services required by the Owner. J. Must list past and present public entities represented as Solicitor.
Duties	The Duties of the Solicitor shall include but may not be limited to the following: A. Representing the Owner in all legal matters B. Advising and assisting the Board, Executive Director and the departments as required in the administration of the Owner's business. C. Attending meetings of the Owner, draft resolutions and give opinions and rulings on questions of law that may arise at Owner meetings. D. Preparing and/or approving all legal instruments relating to the business of Owner. E. Representing the Owner in any litigation and conduct trials, appeals and other proceedings affecting the Owner as he/she may in his/her discretion determine to be necessary or desirable, subject to the approval of the Board and/or Executive Director. F. Providing all legal representation to the Owner as required by law: a. Except to the extent that Special Counsel has been appointed for either specific legal work or types of work.

IV. BID PROPOSAL

The undersigned individual, firm, or corporation hereby proposes to serve as Owner Solicitor based upon the following compensation as listed on the enclosed Bid Proposal Form/Solicitor Fee Structure.

Mandatory Contents	A. The name and address of the firm, including the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal. B. An executive summary of not more than three pages identifying and substantiate why the proposer is best qualified to provide the requested services. C. A staffing plan listing those people who will be assigned to the engagement if the proposer is selected: a. Including the designation of the person who would be the proposer's officer responsible for all services required under the engagement. b. The relevant resume information for the individuals who will be assigned to provide service during the engagement includes: i. A description of the person's relevant professional experience, ii. Years and type of experience, and iii. Number of years with the proposer. D. A description of the proposer's experience in performing services of the type described in this RFP. a. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP. E. A description of resources of the proposer: a. Background b. Location c. Experience d. Staff resources, and e. Financial resources, other resources. F. The location of the office where the vendor plans to perform the services required under this RFP, if other than the proposer's main office. G. A description of the proposer's presence in New Jersey. a. Specifically, the proposer must state whether the proposer is registered as a small business enterprise ("SBE") with the New Jersey Commerce and Economic Growth Commission New Jersey's Set-Aside Program. H. Reference information: a. References including the contact names, titles, and phone numbers. I. Conflict of Interest Certification: a. Identification of any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest regarding this engagement, or the Owner. J. Additional Information: a. Bid Proposal Form b. Biographical Information c. 2024 Summary d. Statement of Ownership Disclosure e. Disclosure of Investigations and Actions Involving Service Entity
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	f. Proposer Survey Forms: Reference Information g. Conflict of Interest Certification h. Non-Collusion Affidavit i. Proof of Business Registration j. Acknowledgement of Receipt of Addenda, Corrections, Additions or Deletions Form k. Insurance Requirement Acknowledgement Form l. Affirmative Action Compliance Notice m. Affirmative Action Acknowledgement Form n. Political Contribution Disclosure Forms o. Disclosure of Investment Activities in Iran Form p. Disclosure of Prohibited Activities in Russia or Belarus
Withdrawal of Proposals	A. Proposals forwarded to the Owner's QPA before the time of opening may be withdrawn upon written application of the proposer. a. The proposer shall be required to produce evidence showing that they are, or they represent the principal, or principals involved in the proposal. B. Proposals may not be withdrawn within twenty-four (24) hours of the stipulated time of opening.
Errors in Proposals	A. In the event there is a discrepancy between the unit prices and the extended totals, a. The unit prices shall govern. B. If between the correct sum of the extended totals and the total sum submitted, a. The correct sum shall govern. C. Amounts written in words shall govern over the amounts written in numerals.
Time for Award of Contract	A. The Owner shall award the contract or reject all proposals within such time as may be specified in the RFP, but in no case more than 60 days. a. Except that the proposals of any proposer who consents thereto may, at the request of the Owner, be held for consideration for such longer period as may be agreed. B. The Owner shall award the contract or reject all proposals on or about Thursday February 13, 2025, at the Owner's annual reorganization meeting. C. The award of the contract for this service will not be made unless the Chief Financial Officer has certified the necessary funds in a lawful manner.
Modification of Proposals	A. Any proposer may modify his/her proposal by mail, courier, or hand delivery at any time. a. Said communication must be received by the Owner prior to the scheduled receipt and opening date as specified in the RFP. b. The communication should not reveal the proposal 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 proposal is opened.
Rejection of Proposals	A. <u>MULTIPLE PROPOSALS NOT ALLOWED</u> a. More than one proposal from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered. B. <u>UNBALANCED PROPOSALS</u> a. Proposals which are obviously unbalanced may be rejected at the option of the OWNER. C. <u>RIGHT TO REJECT PROPOSALS</u> a. The right is reserved to reject any or all proposals in whole or in part if not in compliance with the standardized proposal requirements.

V. INTERVIEW

Owner's Right	A. The Owner reserves the right to interview any or all proposers. a. Although interviews may take place, the proposal should be comprehensive and complete on its face. B. The Owner reserves the right to request clarifying information after submission of the proposal.
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VI. SELECTION PROCESS AND CRITERIA

Determination of Responsiveness	A. All proposals will be reviewed to determine responsiveness. a. Non-responsive proposals will be rejected without further evaluation. B. For proposers that satisfy the minimum requirements, the Owner will evaluate proposals based on the following evaluation criteria, separate, or combined in some manner, and not necessarily listed in order of significance: a. The proposer's general approach to providing the services required under this RFP. b. The qualifications and experience of the proposer's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP. c. The overall ability of the proposer to mobilize, undertake and successfully complete the engagement within the timeline. d. This criterion will include, but not be limited to the following factors: i. The number and qualifications of management, supervisory and other staff proposed to perform the services required by this RFP, ii. The availability and commitment to the engagement of the proposer's management,
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	supervisory and other staff, and iii. The proposer's contract management plan, including the proposer's contract organizational chart. iv. Cost consideration - including, but not limited to: 1. Historical costs for similar professional services, 2. Expertise involved and 3. Comparable costs for comparable public entities. v. The Owner will primarily judge responses based on the qualifications and years of experience of the vendor and not only on hourly rate or set fees because of its belief that more experienced professionals, although commanding a higher rate, may save the Owner money by virtue of their advice and experience.
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VII. METHOD OF AWARD OF PROPOSALS

Award	The Owner reserves the right to award proposals on a "service by service" basis, "per project" basis, in part or in whole as determined by the Owner.
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VIII. RIGHT TO WAIVE INFORMALITIES RESERVED

Owner's Right to Waive	The Owner expressly reserves the right to waive any informality in any proposal, and to accept the proposal, which in the Owner's judgment serves its best interests.
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IX. PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

Referred to Laws	The attention of the proposer is directed at the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.
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X. PAYMENT

Requests for Payment	A. Requests for payment must be submitted no later than the 1st day of the month. a. Requests for payment must include the required purchase order or voucher, complete with the claimant certification & declaration (signature) and invoice. b. Only complete payment requests will be presented to the Board for review and approval at the monthly Board meeting usually held on the second Thursday of the month. c. Payment checks are processed only after Board approval. d. <i>NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED!</i>
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XI. TRANSITIONAL PERIOD*

Delay in Contract Award	If a new contract has not been awarded prior to the contract's 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. A. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.
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XII. DOCUMENTS PROVIDED IN A PROPOSAL

Documents Not Acceptable to Owner	The Owner WILL NOT accept submission documents requiring original authorized signatures through facsimile machines, email, etc.)
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XIII. GENERAL REQUIREMENTS/INFORMATION

Defective/Inferior Materials or Services	A. The contractor shall guarantee any or all materials and services supplied as part of a contract awarded under these specifications. a. Materials or services that in the opinion of the Owner are defective or inferior items shall be replaced to the satisfaction of the Owner at the expense of the contractor.
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Mount Holly Municipal Utilities Authority
CONTRACT: 2025-04 – SOLICITOR
CHECKLIST

SUBMISSION DATE: **Tuesday, January 28, 2025, 10:00 A.M., prevailing time**

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

Required by OWNER		Initial each required entry and if required submit the item
X	Bid Proposal Form: Solicitor Fee Structure	
X	Biographical Information	
X	2024 Summary	
X	Statement of Ownership Disclosure	
X	Disclosure of Investigations and Actions Involving Service Entity	
X	Reference Information	
X	Conflict of Interest Certification	
X	Non-Collusion Affidavit	
X	Proof of New Jersey Business Registration	
X	Acknowledgement of Receipt of Addenda, Corrections, Additions or Deletions	
X	Insurance Requirement Acknowledgement	
X	Affirmative Action Compliance Notice	
X	Affirmative Action Acknowledgement	
X	Political Contribution Disclosure	
X	Disclosure of Investment Activities in Iran	
X	Disclosure of Prohibited Activities in Russia or Belarus	

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
PROPOSED FEE STRUCTURE

The undersigned proposes to furnish and deliver the goods/services pursuant to the RFP and made part hereof.

The proposed fee schedule includes attendance at regular monthly or special meetings, or other basis for compensation requested. Where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manners of compensation deemed appropriate to the services to be provided.

Please provide the hourly rate for services in each of the following categories. Any fee or cost not specified in your proposal is to be included within the hourly fee proposed.

**NAME AND TITLE OF EMPLOYEE WHO WILL PERFORM SERVICES **	HOURLY RATE	EXPENSES	TIME ESTIMATE IF APPLICABLE
General Counsel			
Other Counsel -			
Other Counsel -			
Other Counsel -			
Other Counsel -			
Paralegals			
Associates			
Service	Cost	Service	Cost
Toll telephone calls		Document binding	
Filing fees		Express mail	
Computerized legal research		Travel	
Charges for sending facsimiles (shall not exceed \$0.20 per page)		Cost of printing and reproduction of documents (shall not exceed \$0.10 per page)	
Delivery charges and courier service		Outside reproduction at actual cost)	

Please use additional sheets if necessary.

The undersigned hereby declares that they have carefully examined the requirements of the specifications contained herein and propose the following for the position of Solicitor, and if awarded the contract, he/she will provide services as required by the specifications.

TOTAL COST, where appropriate, total cost "not to exceed" amount:

In numbers:	\$
In words:	\$

Company Name

Federal I.D. # or Social Security #

Address

Signature and Title of Authorized Agent

Print or Type Name

Date

Telephone Number: _____ Fax Number: _____ E-mail: _____

****Please include on a separate sheet the definition of the title used. The definition should reference the level of experience, licensing, and/or parameters of the job function.**

This contract will be awarded by price and other factors considered.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
BIOGRAPHICAL INFORMATION

(Print or Type)

Name of Proposer Firm:			
Address:	City:	State:	Zip:

In connection with the above-named company, I hereby make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any question fully)
IF ANSWER IS "NONE" or "NO EXCEPTION", SO STATE

1.	Affiant's Full Name:		
2.	Other Names Used at any Time:		
3.	Date of Birth:	Place of Birth:	
4.	Tax Identification Number:		
5.	For the last 10 years, I have lived at the following address or addresses:		
	Address:	City:	State: Zip:
	Address:	City:	State: Zip:
	Address:	City:	State: Zip:

6.	Schooling	College Graduate or Professional Degree (List)	

(ATTACH LIST OF ALL EDUCATIONAL INSTITUTIONS AND LOCATION-CITY AND STATE)

7. Member of Professional Societies or Associations (List):

8. I presently hold or have held, in the past, the following professional, occupational, and vocational licenses issued by public or governmental licensing agencies or authorities (state date license issue, issuer of license, date terminated, and reason for termination):

9.	Present Chief Occupation			
	Position or Title			
	Employer's Name			
	Address:	City:	State:	Zip:
How long in this position?		How long with this employer?	Where?	

10. Other jobs, positions, directorates concurrently held at present.

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11. Complete Employment record for Past 20 Years:

DATES	EMPLOYER & ADDRESS	TITLE

12. I control directly or indirectly or own legally or beneficially 10% or more of the outstanding capital stock (in voting power) of the following companies:

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13. If any of the above stock is pledged or hypothecated in any way, please detail fully:

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14. I have never been adjudicated as bankrupt, except as follows:

15. I have never been convicted or had a sentence imposed or suspended, or had pronouncement of a sentence suspended, or been pardoned for conviction of, or pleaded guilty of an nolo contendere to an information an indictment charging a felony for embezzlement, theft or larceny, mail fraud, or violating any corporate securities statute or any insurance law, nor have I been the subject of a cease and desist order or consent order of any federal or state regulatory agency, except as follows:

16. During the last 10 years, I have not been refused a professional, occupational vocational license by any public or governmental licensing agency or regulatory Authority, nor has such a license held by me ever been suspended or revoked, except as follows:

17. I have never been an officer, director, key employee or controlling stockholder of a company which, while I occupied any such position or capacity with respect to it, became insolvent or was enjoined from or ordered to cease and desist from violating any law, except as follows:

18. Neither I nor any company of which I was an officer, director or key management person at the time has ever been subject to any civil action alleging fraud, negligence, or violation of any applicable racketeering statutes (state or federal), except as follows:

I hereby certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief and further, by the affixation of my signature herein, I hereby give my certified consent to the New Jersey Department of Insurance to verify the representations and information supplied in response to all questions on the biographical data form, with any Federal, State, municipal or other agency which may have knowledge and/or information thereon.

Signature and Title of Authorized Agent

Print or Type Name

Date

State of _____

County of _____

_____ personally appeared before me, personally known to me, who, being duly sworn, deposes and says that affiant executed the above instrument and that the statements and answers contained therein are true and correct to the best of affiant's knowledge and belief.

Subscribed and sworn to before me this ____ day of _____, 2025.

Notary Public: _____ My Commission Expires: _____

(SEAL)

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
YEAR 2024 SUMMARY

Firm Name:			
Address:		City:	State: Zip:
Phone:	Email:	Fax:	

1.) List all parties having or deriving any interest, right or benefit in the firm.

NAME	ADDRESS	INTEREST

2.) List all senior officers and directors who will be servicing the OWNER, along with a description of professional qualifications.

NAME	TITLE	QUALIFICATIONS

I hereby certify that the information in this disclosure is accurate and complete and that I am an officer of the firm and am duly authorized to supply this information on behalf of the firm.

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
STATEMENT OF OWNERSHIP DISCLOSURE FORM
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

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

Firm Name:			
Address:	City:	State:	Zip:

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

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

Part II:

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

OR

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

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

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

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

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

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

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

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

PART IV CERTIFICATION

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

Signature and Title of Authorized Agent

Print or Type Name

Date

**Mount Holly Municipal Utilities Authority
CONTRACT: 2025-04 – SOLICITOR**

DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING THE PROPOSER

The proposer shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public-sector client during the past five (5) years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, status, and, if applicable, disposition.

☐ **There are NO current ongoing investigations, nor were there any pursuant to the five-year period indicated above.**

Signature and Title of Authorized Agent

Print or Type Name

Date

PART 1: Please complete the following by checking either "YES" OR "NO". Refer to the people listed on the Ownership Disclosure Form when answering.

QUESTION	YES	NO
Has any person listed on the Ownership Disclosure Form or its attachments ever been:		
Arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), or by any other state or the U.S. Government?		
Suspended, debarred, or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials, or supplies?		
Denied any license, permit or similar authorization required to engage in the work herein applied for, or has any such license, permit or similar authorization been revoked by any agency of federal, state, or local government?		
Does any person listed on the Ownership Disclosure Form or its attachments have current or pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved?		

If "YES" please provide the requested information in Part 2

PART 2: Please provide the requested information for any "YES" answer from Part 1, including but not limited to administrative complaints or other administrative proceedings involving public sector clients during the past five (5) years. The description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, status, and if applicable, disposition.

Name:	Title:
Address (street, city, state, zip):	
Contact Name:	Phone No.:
Case Captioned:	
Inception of the Investigation:	Current Status: ☐ Closed ☐ Open/Ongoing ☐ In litigation ☐ Other: _____
Summary of Investigation:	

Name:	Title:
Address (street, city, state, zip):	
Contact Name:	Phone No.:
Case Captioned:	
Inception of the Investigation:	Current Status: ☐ Closed ☐ Open/Ongoing ☐ In litigation ☐ Other: _____
Summary of Investigation:	

CERTIFICATION

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

Signature and Title of Authorized Agent

Print or Type Name

Date

Telephone Number: _____ Fax Number: _____ E-mail: _____

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
CLIENT REFERENCE FORM

The proposer shall provide a list of three (3) clients for whom similar services have been provided.

Reference 1

Client Name:			
Address:		City:	State: Zip:
Contact Person:		Title:	
Telephone:	Fax:		Email:
Briefly describe the services provided by the Proposer:			

The Contact Person should be the party of the Client for which the work was performed and have comprehensive knowledge about the project and the Proposer's role and responsibilities within the project.

Reference 2

Client Name:			
Address:		City:	State: Zip:
Contact Person:		Title:	
Telephone:	Fax:		Email:
Briefly describe the services provided by the Proposer:			

The Contact Person should be the party of the Client for which the work was performed and have comprehensive knowledge about the project and the Proposer's role and responsibilities within the project.

Reference 3

Client Name:			
Address:		City:	State: Zip:
Contact Person:		Title:	
Telephone:	Fax:		Email:
Briefly describe the services provided by the Proposer:			

The Contact Person should be the party of the Client for which the work was performed and have comprehensive knowledge about the project and the Proposer's role and responsibilities within the project.

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Mount Holly Municipal Utilities Authority ("OWNER"), County of Burlington, State of New Jersey that in performing services to the Owner he/she is aware of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself (or his/her firm) and the interests of the Owner. The undersigned certifies that he/she has made a search of his/her firm's client base and has executed this certification after such search.

The undersigned acknowledges this is a continuing certification and shall remain in effect for the term of the services contained in the solicited request for proposal. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are false, the Owner is free to terminate any professional service agreement entered with the undersigned and/or his or her firm.

COMPANY/FIRM: _____

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
NON-COLLUSION AFFIDAVIT

State of: _____

ss:

County of _____

I, _____ residing in City/Town/Township/Borough/Village of _____
(Name of Affiant)

in the County _____ and State of _____, of full age, being duly sworn according to law on my oath
depone and say that:

I am (title, position, etc.): _____ of the firm of (Name of Contractor):
_____ the Bidder making the submission to the **MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY** for **CONTRACT: 2025-04**, and that I executed the said Proposal with full authority to do so, and that said Bidder has not, directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Contract; and that all statements contained in said bid and in this affidavit are true and correct, and made with full knowledge that the **MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY** relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for the said project and/or material bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (Name of Contractor):
_____. (N.J.S.A. 52:34-15)

Signature and Title of Authorized Agent

Print or Type Name

Date

Subscribed and sworn to before me this ____ day of _____, 2025.

Notary Public of: _____

My Commission Expires: _____

SEAL

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each proposer submit proof of business registration with the proposal. Proof of registration shall be a copy of the proposer's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue.

Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. 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 receiving final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was 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. Information on the law and its requirements is available by calling (609) 292-1730.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

CONTRACT: 2025-04 – SOLICITOR

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA, CORRECTIONS, ADDITIONS, AND DELETIONS FORM

Addendum Number	Dated	Acknowledge Receipt (Initials)

I, _____ of the firm _____ hereby
acknowledge that any corrections, additions and/or deletions have been initialed and dated in this Proposal.

Signature and Title of Authorized Agent

Print or Type Name

Date

☐ **NO ADDENDA WERE RECEIVED**

I, _____ of the firm _____
hereby acknowledge that to the best of my knowledge, I/WE were not notified or informed of, or received any
documentation of corrections, additions and/or deletions made to this Proposal.

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the OWNER upon award of contract by the OWNER's Board.

The minimum amount of insurance to be carried by the successful contractor 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.

***Contractor shall not commence operations until OWNER has been furnished with the original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.**

Acknowledgement of Insurance Requirement:

COMPANY/FIRM: _____

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
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 contractor'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 contractor shall submit to the public agency, after notification of the award but prior to execution of this contract, one of the following three documents as forms of evidence:

1. 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
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful contractor may obtain the Affirmative Action Employee Information Report (AA302) from the OWNER during normal business hours.

The successful contractor(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 OWNER, and the Vendor copy is retained by the contractor.

The undersigned contractor 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 contractor 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/FIRM: _____

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
AFFIRMATIVE ACTION ACKNOWLEDGEMENT

The following questions must be answered by all proposers:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

YES _____

NO _____

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of employee Information Report approval?

YES _____

NO _____

If yes, please submit a photo static copy of such approval.

The undersigned proposer certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, Chapter 127, and agrees to furnish the required documentation pursuant to law.

COMPANY/FIRM: _____

Signature and Title of Authorized Agent

Print or Type Name

Date

Note: A proposal must be rejected as non-responsive if the proposer fails to comply with the requirements of P.L. 1975, chapter 127, within the time frame stipulated.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The Contractor and the Mount Holly Municipal Utilities Authority (herein referred to as "OWNER") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event 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 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 all charges for legal services and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In all complaints brought pursuant to the Authorities 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 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 this Agreement or otherwise at law.

The Owner shall allow access to any books, documents, papers, and records of the contractor, which are directly pertinent to that specific contract.

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING:

That _____ is a ☐ Corporation, ☐ Individual, ☐ Partnership under the laws of the State of _____, assigned Employer Identification Number: _____ with the principal offices located at: _____.

Signature and Title of Authorized Agent

Print or Type Name

Date

Telephone Number: _____ Fax Number: _____ E-mail: _____

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) / N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time 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.**

COMPANY/FIRM: _____

Signature and Title of Authorized Agent

Print or Type Name

Date

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION,
IN ACCORDANCE WITH N.J.S.A. 19:44A-ZO.27

STATE OF: _____

ss:

COUNTY OF: _____

I _____, of the City/Town/Township/Borough/Village of _____,
in the County of _____, in the State of _____, of full age, being duly
sworn according to law on my oath depose and say that:

I am _____, in the firm of _____ the Bidder making
the proposal to **MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY** for work under **Contract 2025-04**, and that I
executed the said Proposal with full Authority to do so and that said Firm acknowledges our 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. 19:44-20.27 if in receipt of contracts in excess of \$50,000.00 from public entities in a calendar year.

I further acknowledge that business entities are solely responsible for determining if filing is necessary and that all
statements contained in said Proposal and in this Affidavit are true and correct, and with full knowledge that the **MOUNT**
HOLLY MUNICIPAL UTILITIES AUTHORITY relies upon the truth of the statements contained in said Proposal and in
the statements contained in this Affidavit in awarding the Contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon
an agreement or understanding for commission, percentage brokerage, or contingent fee, except Bona Fide employees of
the Contractor, and as may be permitted by law.

Signature and Title of Authorized Agent

Print or Type Name

Date

Sworn to me and subscribed before me this _____ day of _____, 2025.

Notary Public: _____ My Commission Expires: _____

SEAL

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

**THIS FORM OR ITS PERMITTED FACSIMILE MUST BE SUBMITTED TO THE LOCAL UNIT
NO LATER THAN 10 DAYS PRIOR TO THE AWARD OF THE CONTRACT.**

Part I –Proposer Firm Information

Firm Name:

Address:

City:

State:

Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature and Title of Authorized Agent

Print or Type Name

Date

Part II – Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure, N.J.S.A. 19:44A-20.26

County Name: Burlington

State: Governor, and Legislative Leadership Committees

Legislative District #s: 7, 8, 9, & 30 (State Senator and two members of the General Assembly per district.)

County: Freeholders County Clerk Sheriff Surrogate

Municipalities - Mayor and members of the governing body regardless of title:	Boards of Education - Members of the Board:	Fire Districts - Board of Fire Commissioners:
Eastampton Township Hainesport Township Lumberton Township Moorestown Township Mount Holly Township Westampton Township	Eastampton Township Hainesport Township Lumberton Township Moorestown Township Mount Holly Township Westampton Township	Eastampton Township Fire District No. 1 Moorestown Township Fire District No. 1 Moorestown Township Fire District No. 2 Mount Holly Township Fire District No. 1

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL 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 proposal non-responsive.** If the Director finds a person or entity to be in violation of law, he/she shall act 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.

☐ 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. ADDITIONAL ENTRIES CAN BE ADDED ON ANOTHER SHEET IF REQUIRED AS PART ON THIS DISCLOSURE.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

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

Signature and Title of Authorized Agent

Print or Type Name

Date

Do not enter PIN as a signature

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
STATE OF NEW JERSEY, DISCLOSURE OF PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Bid Spec.:	Quote #:	RFP #:
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CHECK THE APPROPRIATE BOX:

· I, the undersigned, am authorized by the person or entity seeking to enter or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,1 section 1.e, except as permitted by federal law.
I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

· I, the undersigned am unable to certify above because the person or entity seeking to enter or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such a description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such a person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Description of Prohibited Activities:

Attach Additional Sheets if Necessary.

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Vendor Name & Address:		
Authorized Agent's:	Email:	Office #:
	Office #:	Fax #:

Signature and Title of Authorized Agent

Print or Type Name

Date

1 Engaged in prohibited activities in Russia or Belarus" means:

- (1) Companies in which the Government of Russia or Belarus has any direct equity share
- (2) Having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus
- (3) Being headquartered in Russia or having its principal place of business in Russia or Belarus, or
- (4) Supporting, assisting, or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
CONTRACT: 2025-04 – SOLICITOR
BIDDER AFFIDAVIT

I HEREBY CERTIFY THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

CERTIFYING OFFICIAL:

Signature and Title of Authorized Agent Print or Type Name Date

Subscribed and sworn before me this _____ day of _____, 2025.

Notary Public of: _____ My Commission Expires: _____

SEAL