

CITY OF PLAINFIELD

**REQUEST FOR PROPOSALS
FOR
PARKING SYSTEM MANAGEMENT CONSULTANT SERVICES**

City of Plainfield

Contract Term

March 1, 2023 – December 31, 2023

SUBMISSION DEADLINE

Wednesday, February 22nd, 2023
11:00 AM

ADDRESS ALL PROPOSALS TO:

PURCHASING DIVISION
CITY HALL, 515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060

ATTN: CYNTHIA BLAKE, PURCHASING AGENT

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSALS

CITY OF PLAINFIELD
515 WATCHUNG AVENUE
PLAINFIELD, NJ 07060

CONTACT PERSON

Cynthia Blake
PURCHASING AGENT
PURCHASING DIVISION
515 WATCHUNG AVENUE
PLAINFIELD, NJ 07060
(908) 226-2572

PURPOSE OF REQUEST

The City of Plainfield is requesting submissions from qualified individuals and firms to provide Parking System Management Consultant Services of a specialized nature to the City. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

March 1, 2023 – December 31, 2023

CONTRACT FORM

The successful submitter shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under any Contract Awarded.

DETAILED REQUIREMENTS OF THE REQUEST FOR SUBMISSIONS FOR PARKING SYSTEM MANAGEMENT CONSULTANT SERVICES

1. **CITY OF PLAINFIELD FACTS AND FIGURES** – The City of Plainfield is a municipal government entity. The City was incorporated in 1869 and operates pursuant to N.J.S.A. 40A:61-1 et seq.

The City's population is approximately 54,000 and it consists of approximately six (6) square miles of area. The City employs approximately 500 people in 7 Departments and 19 Divisions. It owns various municipal buildings, parks, and recreation facilities.

The City's operating budget is approximately \$88 million. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

2. **NATURE/SCOPE OF SERVICES** – The City of Plainfield is requesting submissions for Parking System Management Consultant Services.

The Consultant shall provide the following services:

- a. **Provide parking system management guidance, insights, and support** – Assist City's staff with overall parking system including participate in periodic management review meetings and identify areas of focus and strategies for parking system improvements, and businesses; review monthly parking system revenue and expense reports; attend meetings as requested with City stakeholders; and undertake special assignments, assessments, or tasks as directed by the City related to parking system operations.
- b. **Develop Strategic Parking Plan to guide parking system enhancements** – The strategic plan will guide the parking system to support Plainfield's economic development, traffic and pedestrian safety, and residential quality of life. Included in the plan will be a framework of chronological actions for parking management enhancements, including but not limited to – updating of rate structure; deploying parking technology to increase user convenience of parking patrons; optimizing operations and management; and outlining revenue enhancement opportunities.
- c. **Perform Financial Assessment and Analysis** - An effectively managed parking system can generate revenue to offset the operational cost of the parking system and potentially generate revenue to support Plainfield's downtown enhancement activities. Assist the City to review and evaluate parking related revenues and expenses and offer recommendations to improve the financial capacity of the parking system.
- d. **Create a Communication Plan** - Assist the City in developing strategies to promote the parking system and inform residents, merchants, employees, shoppers, and the public about parking system operations, locations, policies and updates. The goal of the communications efforts is to communicate parking related information effectively and transform what can often be perceived as a negative image into a positive one.

- e. **Recommend Technology Enhancements** - A major component of parking management is the use of parking technology to enhance efficiency, revenue acceptance and control, operations and customer service. Assist the City to evaluate parking payment, enforcement and management equipment and technology to best support Plainfield's parking operations provide a high level of convenience for downtown patrons, and ensure that technology is proven and cost effective.
- f. **Identify Staff Training Opportunities** - Identify and present recommended training and certifications that City parking staff should consider to expand their knowledge of the parking industry trends and to effectively carry out their responsibilities.

3. **STANDARD REQUIREMENTS OF TECHNICAL PROPOSALS** – Submitters should submit technical qualifications which contain the following:

- The name of the submitter, the principal place of business and, if different, the place where the services will be provided. Provide the distance of the firm from the City of Plainfield.
- Submitter must have a minimum of five (5) years of experience in the State of New Jersey related to the services outlined herein;
- The education, qualifications, experience and training of all persons who would be assigned to provide services along with their names and titles.
- A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;
- Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- An Affirmative Action Settlement
- A completed Non-Collusion Affidavit
- A statement that the submitter will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract;
- A copy of the submitter's Business Registration Certificate;
- A signed Mandatory Equal Employment Opportunity Language Exhibit A and a current Certificate of Employee Information Report

4. **COST ANALYSIS** – Submitters should submit a cost analysis which would include hourly rates and reimbursable expenses such as postage, printing, plotting. The City does not provide payment for or reimbursement for travel.

5. **SUBMISSION EVALUATIONS** – The City will compile a list of Parking System Management Consultants to be used based upon the most advantageous submissions on all of the evaluation factors set forth at the end of this RFQ. The City will retain the Consultants from those approved.

Each submission must satisfy the objectives and requirements detailed in this RFQ. The successful submitter shall be determined by an evaluation of the total content of the qualifications submitted. The City reserves the right to:

1. Not select any of the submissions;
 2. Select only portions of a particular submitter's qualifications for further consideration; (however, submitters may specify portions of the qualification submission that they consider "bundled")
 3. Award a contract for the requested services at any time during the calendar year after all RFQ's have been reviewed and a list of qualified planners selected by the City; every submission should be valid through this time period.
 4. The City may require submitters to demonstrate any services in their submission prior to award.
6. **SUBMISSION LIMITATIONS** – This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. The City reserves the right at the City's sole discretion to refuse any submission.
7. **USE OF INFORMATION** – Any specification, drawings, CAD files, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("information") furnished or disclosed by the City to the submitter in connection with this RFQ shall remain the property of the City. When in tangible form, all copies of such information shall be returned upon request. Unless such information was previously known to the submitter, free of any obligation to keep it confidential, or has been or is subsequently made public by the City or a third party, it shall be held in confidence by the submitter, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.
8. **GENERAL TERMS AND CONDITIONS**
- The City reserves the right to reject any or all submissions, if necessary, or to waive any informalities in the submissions, and, unless otherwise specified by the submitter, to accept any item, items or services in the submission should it be deemed in the best interest of the City to do so;
 - In case of failure by the successful submitter, the City of Plainfield may procure the articles or services from other sources, deduct the cost of the replacement from money due to the submitter under the contract and hold the submitter responsible for any excess cost occasioned thereby;
 - The submitter shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability;
 - Each submission must be signed by the person authorized to do so;
 - The contract shall be in effect through December 31, 2023, unless otherwise stated;
 - Submissions may be hand delivered or mailed consistent with the provisions of the legal notice to submitters. In the case of mailed submissions, the City assumes no responsibility for submissions received after the designated date and time and will return late submissions unopened. Submission **will not** be accepted by facsimile or email

- By submission of qualifications, the submitter certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful submitter shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement;
- No submitter shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgement of said officer or employee;
- No submitter shall cause or influence, or attempt to cause of influence, any City officer of employee to use his/her official capacity to secure unwarranted privileges or advantages for the submitter or any other person;
- Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Corporation Counsel's decision shall be final and conclusive;
- The City of Plainfield shall not be responsible for any expenditure or monies or other expenses incurred by the submitter in making its proposal;
- The checklist, affidavits, notices and the like presented at the end of this RFQ are a part of this Request for Proposals and shall be completed and submitted as part of this submission

END OF GENERAL INSTRUCTIONS

Human Trafficking Acknowledgement

Companies competing for a City contract must make a declaration that they will not use, in the execution of that contract, goods, and services made with work practices that violate national, state or local government Anti-Human Trafficking legislation. That they will affirmatively report to the City any instances of Human Trafficking that they find in executing and/or procuring materials for the contract. That they will cooperate with the City on any investigation of suspected Human Trafficking violations and that they are encouraged to incorporate these requirements into their agreements with subcontractors.

For this Acknowledgement, Human Trafficking is defined as:

Human Trafficking is a crime that involves exploiting a person for labor, services, or commercial sex. The Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations define human trafficking as:

- a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- b) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for subjection to involuntary servitude, peonage, debt bondage, or slavery. (22 U.S.C. § 7102(9))

By signing below, you acknowledge that you have read the City of Plainfield's statement on Human Trafficking above and you further acknowledge that you will comply with the terms of this statement to the best of your ability.

Acknowledged:

Company

Signature

Print Name

Title

Date

Bid Document Checklist

Required By Owner	Submission Requirement	Initial each required entry and if required, sign and submit the item
[*]	Original and two (2) copies and one (1) CD with signed Proposals	
[*]	Owner Stockholder Disclosure Certification	
[*]	Non-Collusion Affidavit	
[*]	RFQ Proposal Form Initialed	
[*]	Receipt of Addendum	
[*]	Affirmative Action Language Signed	
[*]	Mandatory Equal Employment Opportunity Language	
[*]	New Jersey Anti-Discrimination Provisions	
[*]	Americans with Disabilities Act of 1990 Language	
[*]	References & Status of present Contracts	
[*]	Business Registration Certificate (Before Award of Bid)	
[*]	Disclosure of Investment Activities in Iran	
[*]	Disclosure of Investment Activities in Russia-Belarus	
[*]	Letters of Intent	
[*]	Letters of Proposal	

**STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)**

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

Name of Business: _____

Address of Business: _____

Name of Person Completing this Form: _____

N.J.S.A. 52:25-24.2 Submission of Statement required for Bidding on Public Contracts.

No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

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

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

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

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

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

Part I

Check the box that represents the type of business organization:

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

Part II

- ☐ I certify that 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 10 percent or greater interest therein, as the case may be.

or

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

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

(Please attach additional sheets if more space is needed)

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

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

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

or

- ☐ Submit here the links to the websites (URLS) containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent.

and

- ☐ Submit here the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY
OF _____, 20 _____

(Type or Print Name of Affiant under Signature)

NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____, 20____.

OWNER DISCLOSURE
This Statement MUST BE INLCUED with RFQ Submission

OWNER DISCLOSURE SECTION

Name of Business: _____

- ☐ I certify that the list below contains the names and home address of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

or

- ☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

or

- ☐ I certify that there are no stockholders.

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 | ☐ other (please describe) _____ | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below:

Stockholders:

Name:

Home Address:

Name:

Home Address:

Subscribed and sworn before me
this ____ day of _____, 20

Notary Public

My Commission Expires:

_____, 20____

Name:

Home Address:

Name:

Home Address:

(Affiant)

(Print Name & Title of Affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION

SS:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID SUBMISSION WITH FULL AUTHORITY SO TO DO;
2. THAT THIS RESPONDENT HAS NOT, DIRECTLY OR INDIRECTLY, ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT.
3. THAT ALL STATEMENTS CONTAINED IN SAID SUBMISSIONS AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF PLAINFIELD 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 ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE RESPONDENT.
(N.J.S.A. 52:34-25)

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY
OF _____, 20 _____

(Type or Print Name of Affiant under Signature)

NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____, 20 _____

RFQ PROPOSAL FORM

(Contract Title and Bid Number, if applicable – Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specifications and made part hereof:

Amount in words

Amount in numbers

Company Name

Federal ID #

or

Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Date

Telephone Number

Fax Number

Email Address

CITY OF PLAINFIELD

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>ADDENDUM NUMBER</u>	<u>DATE</u>	<u>ACKNOWLEDGE RECEIPT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NO ADDENDA WERE RECEIVED:

Acknowledged for: _____
(Name of Bidder)

By: _____
Signature of Authorized Representative

Name: _____
Print or Type

Title: _____

Date: _____

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 requirements 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 contract, one of the following three documents as forms of evidence:

- a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved sanctioned affirmative action program (good for one (1) year from the date of the letter);
or
- b. A photocopy of a Certification 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 attributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA 302) from the contracting unit during normal business hours.

The successful vendor (s) must submit the copies of the AA 302 Report to the Division of Contract Compliance and Equal Employment Opportunity in the 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 further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

Company

Signature

Print Name

Title

Date

BID DOCUMENT REFERENCE

NAME OF FORM:	BUSINESS REGISTRATION CERTIFICATE
STATUTORY REFERENCE:	N.J.S.A. 52:32-44 (P.L. 2004, C.57
INSTRUCTIONS REFERENCE:	Statutory and Other Requirements VII-D
DESCRIPTION:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission

Detailed information on this requirement is found in Division of Local Government Services, Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.nj.gov/dca/lgs/lpcol/ These resources and a Frequently Asked Questions resource should be consulted when questions arise.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont.)

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

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three (3) documents:

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

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

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

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

The contractor and the City of Plainfield, (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. SJ 21 OJ 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 employee, 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.



State of New Jersey

CHRIS CHRISTIE
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET

KIM GUADAGNO
Lt. Governor

P. O. Box 039
TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

FORD M. SCUDDER
State Treasurer

MAURICE A. GRIFFIN
Acting Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftekhim (Belarusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipet)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdram PLC
20.	Maire Tecnimont SpA
21.	Naftiran Intertrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong Fin CNC Machine Company, Ltd.
29.	Sinohydro
30.	SKS Ventures
31.	Som Petrol AS
32.	Zhuhai Zhenrong Company

List Date: August 1, 2017



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #: _____

VENDOR/BIDDER: _____

PART 1

CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES

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 nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐

OR

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its 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"). Disregard Part 2 and complete and sign the Certification below.

☐

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the 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 information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____

RELATIONSHIP TO VENDOR/BIDDER: _____

DESCRIPTION OF ACTIVITIES: _____

DURATION OF ENGAGEMENT: _____

ANTICIPATED CESSATION DATE: _____

VENDOR/BIDDER CONTACT NAME: _____

VENDOR/BIDDER CONTACT PHONE No.: _____

Attach Additional Sheets If Necessary.

CERTIFICATION

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

Date _____

Print Name and Title _____

State of New Jersey	
City of Plainfield	
PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES	
Solicitation Number: _____	Bidder/Offoror: _____
Part 1: Certification	
COMPLETE PART 1 BY CHECKING <u>ONE OF THE THREE BOXES BELOW</u>	
Pursuant to Law , any person or entity that is a successful bidder or proposer or otherwise proposes to enter into or renew a contract for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified n the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus of Iran. Before a contract for goods and services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web address: https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf As applicable to the type of contract, the above-reference lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriated and as may be provided by law, rule, or contract, including but not limited to imposing sactions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.	
<u>CONTRACT AWARDS AND RENEWALS</u>	
☐	I certify, pursuant law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022,c.3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further cerity 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. (Skip Part 2 and sign and complete the Certification below.)
<u>CONTRACT AMENDMENT AND EXTENSIONS</u>	
☐	I certify, pursusant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia of Belarus pursuant to P.L. 2022, c.3. 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. (Skip Part 2 and sign and complete the Certification below.)
<u>IF UNABLE TO CERTIFY</u>	
☐	I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affilate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will pervent the award of the contract to the personor entity, and appropriate penalties, fines, and/or sactions will be assessed as provided by law.</u>

					<u>PART 2: ADDITIONAL INFORMATION</u>	
					<u>PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN</u>	
					You must provide a detailed, accurate and precise description of the activities of the person or entity, or of a parent entity, subsidiary or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.	
					<u>PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION</u>	
					I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.	
					I, acknowledge that the City of Plainfield 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 City of Plainfield to notify the City of Plainfield 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. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the City of Plainfield and that the City of Plainfield at its option may declare any contract(s) resulting from this certification void and unenforceable.	
					Full Name (Print): _____ Signature: _____	
					Title: _____ Date: _____	

APPENDIX A LETTER OF INTENT

**Note: To be typed on Respondent's Letterhead
(No modifications are to be made to this letter)**

(Insert Date)

City of Plainfield
Attn: Cynthia Blake, QPA
Purchasing Agent
515 Watchung Avenue
Plainfield, NJ 07060

Dear Ms. Blake:

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFQ), issued by the City of Plainfield returnable on **Wednesday, February 22nd, 2023** in connection with the City's need for Parking System Management Consultant Services.

(Name of Respondent) hereby states:

1. The Proposal Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. (Name of Respondent) declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgement). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
7. (Name of Respondent) acknowledges that any contract executed with respect to the RFQ for "Parking System Management Consultant Services" must comply with all applicable affirmative action and similar law. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Respondent shall sign and complete in the space provided below. (If a joint venture, appropriate officers of each company shall sign)

Signature of Chief Financial Officer

Print Name and Title

Date

Name of Firm

 **If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.**

**APPENDIX B
LETTER OF PROPOSAL**

**Note: To be typed on Respondent's Letterhead
(No modifications are to be made to this letter)**

(Insert Date)

City of Plainfield
Attn: Cynthia Blake, QPA
Purchasing Agent
515 Watchung Avenue
Plainfield, NJ 07060

Dear Ms. Blake:

The undersigned has reviewed our Proposal Statement submitted in response to the Request for Proposals (RFQ), issued by the City of Plainfield returnable on **Wednesday, February 22nd, 2023** in connection with the City's need for Parking System Management Consultant Services.

We affirm that the contents of our Proposal Statement (which Proposal Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of the Respondent).

Respondent shall sign and complete in the space provided below. (If a joint venture, appropriate officers of each company shall sign)

Signature of Chief Financial Officer

Print Name and Title

Date

Name of Firm

Signature of Chief Financial Officer

Print Name and Title

Date

Name of Firm

 **If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.**