

**PUBLIC NOTICE OF FAIR & OPEN PROCUREMENT PROCESS** – In accordance with New Jersey Local Public Contracts Law and N.J.S.A. 19:44A-20.4 et. seq., the Borough of Mantoloking, County of Ocean, a municipal corporation of the State of New Jersey, is soliciting professional services proposals for 2024 through a fair and open process. Notice Is Hereby Given that sealed submissions will be received by the Borough Clerk, or designated representative, for the Borough of Mantoloking, County of Ocean, State of New Jersey, on Friday, November 17, 2023, at 10:00 A.M., prevailing time, then publicly opened and read aloud in the Steve Gillingham Meeting Room, Borough of Mantoloking, 202 Downer Avenue, Mantoloking, New Jersey 08738, for the following:

Borough Community Rating Systems Engineering Consultant, Financial Services Advisor, Borough Municipal Attorney, Conflict Public Defender, Borough Conflict Attorney, Municipal Prosecutor, Public Defender, Land Use Board Attorney, Borough Engineer, Borough Auditor, Conflict Municipal Prosecutor, Bond Counsel and Bank Services Proposal

Proposals must be submitted in sealed envelopes bearing the name and address of the proposer, the position for which you are applying shall be noted on the outside of the envelope, and addressed to:

Beverley Konopada, Borough Clerk  
Borough of Mantoloking  
202 Downer Avenue, P. O. Box 247  
Mantoloking, NJ, 08738.

Proposals must be received no later than 10:00 A.M. on Friday, November 17, 2023. Requirements for positions may be obtained on the Borough website at [www.mantoloking.org](http://www.mantoloking.org) or by e-mail request to: [boroclerk@mantoloking.org](mailto:boroclerk@mantoloking.org). Proposers must submit one (1) original plus one copy on a USB stick for all professional services being sought. All professional service contracts are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contracts), N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et seq., (Contract Compliance and Equal Employment Opportunities in Public Contracts). Include with proposal. Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:2524.2) and shall include a completed Non-Collusion Affidavit. Proposers for certain positions may be interviewed by the Mayor and Council or the Joint Planning and Zoning Board, prior to award. The Mayor and Council and the Joint Planning and Zoning Board of the Borough of Mantoloking reserve the right to reject any and all submissions due to any defects or waive informalities and accept any submission that in their judgment will be in the best interest of the Borough.

Beverley Konopada  
Borough Clerk

## **BOROUGH OF MANTOLOKING REQUEST FOR PROPOSAL FOR BOROUGH AUDITOR**

I. PURPOSE AND INTENT: Through this Request for Proposal (RFP), the Borough of Mantoloking (hereinafter the "Borough") seeks to engage a vendor as Borough Auditor for the Borough of Mantoloking.

II. PROPOSAL SUBMISSION: The Borough requires the proposal be submitted in the following format: One (1) original, hard copy and one (1) copy in PDF File format on a flash drive, shall be submitted in sealed envelopes and must be marked "**BOROUGH AUDITOR**" and addressed to:

Beverley Konopada, Borough Clerk  
Borough of Mantoloking  
202 Downer Avenue  
Mantoloking, NJ 08738

**All proposals shall be submitted both electronically and by mail/hand delivery and must be received by the Borough Clerk, Beverley Konopada, on or before Friday, November 17, 2023 at 10:00 a.m. prevailing time in the Borough Clerk's Office in the Municipal Building, 202 Downer Avenue, Mantoloking, New Jersey 08738, at which time and place responses will be opened.**

**Any inquiry concerning this RFP should be directed in writing to:  
Beverley Konopada, Borough Clerk at: [boroclerk@mantoloking.org](mailto:boroclerk@mantoloking.org)**

All proposals shall include all of the information requested in the Submission section.

Proposals will be deemed incomplete if all of the documents are not submitted accordingly.

All professional service contracts are required to comply with the requirements of N.J.S.A. 52:32-33 et seq. (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2).

The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

All documents/information submitted in response to this solicitation shall be available to the

general public as required by the New Jersey Open Public Records ACT N.J.S.A. 47:1a-1 et. seq. The Borough will not be responsible for any costs associated with the submission or presentation of the proposal.

### III. SERVICES SOUGHT: BOROUGH AUDITOR.

The Borough of Mantoloking is seeking a response to this Request for Proposal from qualified professional Auditing consultants licensed to practice in the State of New Jersey for services as indicated in the Scope of Services section below. Proposals shall be submitted by professionals that are capable and can demonstrate proven background in the type of work. In addition, all interested professionals shall have sufficient, readily available resources in the form of trained personnel, support services and specialized consultants to carry out to complete projects deemed necessary by the Borough.

### IV. SUBMISSIONS: Each proposal must contain:

1. Name, address, phone and fax number of the firm. If multiple office sites, list all, and indicate corporate office.
2. Name of individual with RMA license applying for appointment.
3. Biography or history of the firm.
4. List of principals and/or partners.
5. List of references from at least 3 municipalities for which the firm has provided similar services, including name, address, phone and contact information.
6. Provide prior experience, if any, the firm may have providing services to the Borough of Mantoloking.
7. List of municipalities currently under contract with the firm.
8. Provide a lump sum fee for the audit 2023 financial records in accordance with New Jersey State Statutes, rules and regulations regarding annual audit of municipal records.
9. Copy of current Certificate of Professional Liability Insurance.
10. State of availability to perform work outlined in the scope of services.
11. Hourly rate sheet depicting fees for all services applicable to scope of work.
12. Copy of Business Registration Certificate.

V. SELECTION: The Mayor and Council reserves the right to reject any or all proposals. Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff based on assessment of items outlined in the Submissions (Section IV).
2. Experience and reputation of the firm in the field of auditing services.
3. Years' of experience of the individuals as it relates to the particular expertise required to perform the contract.
4. Ability of the firm to perform the services on a timely basis, including staffing and familiarity with the subject matter.
5. Experience with or specific knowledge of the Borough of Mantoloking as it pertains to the contract.
6. Professional fee schedule.
7. References.

### **AUDITING SERVICES - SCOPE OF SERVICES**

1. The Municipal Auditor (and other Auditors, if any) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Mayor and Borough Council:

The Borough Auditor will audit the financial statements of the Borough of Mantoloking for the year ended December 31, 2023. The document that is submitted to the Borough of Mantoloking will include additional information in the Supplementary Schedules and Data and in the Schedules of Expenditures of Federal and State Awards that will be subjected to the auditing procedures applied in the Auditor's audit of the financial statements. In addition, the Auditor will assist the Borough of Mantoloking in preparing the following information that will not be subjected to the auditing procedures applied in the Auditor's audit of the financial statements:

- i. Assistance in the preparation of the 2024 local municipal budget from information provided to the auditor by the officials of the Borough of Mantoloking;
- ii. Preparation of the 2023 annual (unaudited) financial statement utilizing the post-closing trial balances and analyses prepared by the Chief Financial Officer of the Borough of Mantoloking;
- iii. Preparation of the annual debt statement;
- iv. The objective of the audit is the expression of an opinion as to whether the Borough's financial statements are fairly presented, in all material respects, in conformity with municipal accounting principles and to report on the fairness of the additional information referred to in the above paragraphs when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:
  - a) Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, non-

compliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards;

- b) Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with prevailing applicable federal and state law and administrative regulations and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.
- c) The reports on internal control and compliance each will include a statement that the report is intended for the information and use of the governing body, management, specific legislative or regulatory bodies, federal awarding agencies, and, if applicable, pass-through entities and is not intended to be used, and should not be used, for or by anyone other than those specified parties.
- d) The audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and all other applicable federal and state laws and administrative regulations along with such other procedures the Auditor considers necessary to enable the Auditor to express such an opinion and to render the required reports. If the opinion of the Auditor on the financial statements or the Single Audit compliance opinion is other than unqualified, the Auditor will fully discuss the reasons with the Borough of Mantoloking in advance. If, for any reason, the Auditor is unable to complete the audit or is unable to form, or cannot form, an opinion, the Auditor may decline to express an opinion or to issue a report as a result of the engagement with the Borough of Mantoloking.
- e) When requested by the Mayor and Borough Council, reply to inquiries from residents and/or commercial enterprises.
- f) Attending meetings as requested by the Mayor and Borough Council.

## 2. Minimum Qualifications

1. That the Auditor or firm is multi-disciplined with at least ten (10) years' experience in all aspects of municipal auditing (the appointed Auditor may be assisted by employees of his/her firm with lesser levels of experience);
2. That the Auditor has been licensed in the State of New Jersey for at least five (5) years;
3. That the Auditor has at least five (5) years' prior experience as a Municipal Auditor;
4. That the Auditor, and/or firm, has sufficient staff to satisfy the scope of services described in this proposal;
5. Auditor or firm submitting the response to this proposal carries professional liability insurance in an amount of at least \$1,000,000.00. Said insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Bests and name the Borough of Mantoloking as an additional insured; and
6. Auditor must be in good standing within the professional auditing community.

**BOROUGH OF MANTOLOKING**

**CHECKLIST**

**SUBMISSION DATE:** \_\_\_\_\_  
(Date and Time)

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

Mandatory Equal Employment Opportunity Notice Acknowledgement – Exhibit A

Mandatory Equal Employment Opportunity Notice (N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.)

Civil Rights – Anti-discrimination (N.J.S.A. 10:2-1 et seq.)

American with Disabilities Act of 1990

Non-Collusion Affidavit \_\_\_\_\_

Disclosure of Ownership Form

Insurance of Requirement Acknowledgement Form

Professional Service Entity Information Form

Disclosure Investments Activities in Iran

Stockholder Disclosure Certification

Copy of Business Registration Certificate as issued by the State of New Jersey  
Department of Treasury, Division of Revenue

W-9 Form

Certificate of Employee Information Report (AA-302)

Acknowledgement of Addenda (if addenda issued)

**REMINDER – PLEASE SUBMIT ONE (1) ORIGINAL HARD COPY AND ONE (1) COPY IN PDF FILE FORMAT ON A FLASH DRIVE IN SEALED ENVELOPES MARKE WITH THE WITH THE TITLE OF THE RFP.**

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

EXHIBIT A

GOODS, PROFESSIONAL SERVICES 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, or sex. Except with respect to affectional or sexual orientation, 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, 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 non-discrimination 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 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 attempt in good faith to employ minority and female 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NAME OF COMPANY: \_\_\_\_\_

PRINT

NAME:

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

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



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

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Borough of Mantoloking, after notification of award but prior to the execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor is operating under an existing Federally-approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Borough of Mantoloking to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the State of New Jersey.

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

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: \_\_\_\_\_

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

PRINT NAME: \_\_\_\_\_

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

## Title 10 - CIVIL RIGHTS

### 10:2-1 Antidiscrimination provisions.

10:2-1. Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates:

B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

C. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).  
Amended 1945, c. 171; 1962, c. 213; 1970, c. 80, s. 7; 1985, c. 490, s. 9; 1988, c. 37, s. 8; 1991, c. 519, s. 10; 2006, c. 100, s. 1.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

## BOROUGH OF MANTOLOKING

### AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The CONTRACTOR and the BOROUGH OF MANTOLOKING (herein referred to as the Borough) do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BOROUGH 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 BOROUGH in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the BOROUGH, 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 BOROUGH'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the BOROUGH, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOROUGH or if the BOROUGH 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 BOROUGH 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 BOROUGH or any of its agents, servants, and employees, the BOROUGH shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the BOROUGH or its representatives.

It is expressly agreed and understood that any approval by the BOROUGH 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 BOROUGH pursuant to this paragraph.

It is further agreed and understood that the BOROUGH 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 BOROUGH from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

PRINT NAME: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**BOROUGH OF MANTOLOKING**  
**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY  
SS.  
COUNTY OF

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the County of \_\_\_\_\_ and the State of New Jersey, of full age, being duly sworn  
according to law on my oath depose and say that:

I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Borough of Mantoloking relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement of understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees or bonafide establish, commercial or selling agencies maintained by:

\_\_\_\_\_  
Name of Professional Service Entity

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Professional)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Type or Print Name of Affiant and Title, under signature)

BOROUGH OF MANTOLOKING

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership."

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

NAME:

ADDRESS:

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

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

- II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE:

DATE:

- III. Submission is being provided by an individual who operates as a sole proprietorship:

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

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership

\_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership

\_\_\_\_\_ Subchapter S Corporation

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

BOROUGH OF MANTOLOKING

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's office upon award of the contract by the Borough Council within 30 days of the award.

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

PROFESSIONAL LIABILITY INSURANCE

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

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENT:

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

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

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

BOROUGH OF MANTOLOKING

PROFESSIONAL SERVICE ENTITY INFORMATION

FORM

If the Professional Service Entity is an *INDIVIDUAL*, sign name and provide the following information:

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

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

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

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

If the individual has a *TRADE NAME*, give such trade name:

Trading as: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

.....  
If the professional Service Entity is a *PARTNERSHIP, CORPORATION OR LIMITED LIABILITY COMPANY*, please provide the following information:

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

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

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

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

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

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

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

.....

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

State under whose laws incorporated: \_\_\_\_\_



Location of Principal Office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Agent in Charge of said office upon whom notice may be legally served: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

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

By: \_\_\_\_\_

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

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

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

~~DISCLOSURE OF INVESTMENT ACTIVITIES~~

**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, 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.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

D 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.

Disclosure of Investment Activities in Iran (cont'd)

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON

Name: _____	Relationship to Bidder/Offeror: _____
Duration of Engagement: _____ Anticipated Cessation Date: _____	
Bidder/Offeror 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.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Do Not Enter PIN as a Signature

Title: \_\_\_\_\_ Date: \_\_\_\_\_