

**Bradley Beach Free Library  
REQUEST FOR PROPOSAL  
HISTORIC PRESERVATION CONSULTANT**

The Bradley Beach Free Library, at 511 Fourth Avenue, Bradley Beach, NJ 07720, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 is soliciting proposals from consultants for the appointment and position of Historic Preservation Consultant. The Bradley Beach Free Library will be appointing one consultant/firm for the position/appointment.

**POSITION/APPOINTMENT**

The position of historic preservation consultant generally includes providing services and representation of the Historic Preservation Commission. The position of Historic Preservation Consultant will provide an hourly rate for services.

**SCOPE OF SERVICE**

The Bradley Beach Free Library is seeking proposals for one consultant/firm to provide services as a Historic Preservation Consultant. The quotation submitted should be a per hour rate at which the consultant will be compensated for their services. The Bradley Beach Free Library will appoint one consultant/firm based on its evaluation. The consultant will work directly with the Library Director or their designee with services that will include but are not limited to the following:

- Attendance at monthly library board meetings
- Review of the library doors to be replaced
- Meetings, telephone calls and correspondence with applicants
- Application for grants
- Bid specifications and construction documents for work on the library projects
- Preparation of a preservation plan for the library building and the grounds
- Any other related matters that may be assigned

## **EVALUATION**

Proposals will be evaluated by the Bradley Beach Free Library on the basis of the most advantageous, with due consideration to the qualifications, experience and quotations submitted and other factors and criteria. The compensation proposal will be considered but will not be the controlling factor. The evaluation will generally consider the following criteria:

(a) Experience and reputation in the general field of consultancy in the field of Historic Preservation, and in the representation/technical support of Historic Preservation groups or commissions and municipalities. As a minimum qualification, the consultant should have five (5) years of experience as consultant to municipalities or other entities on historic preservation. The Library will evaluate the consultant's experience with regard to these groups, accreditations or organization affiliations, experience working with SHPO or other national level historic preservation groups.

(b) Knowledge of Historic Preservation matters, techniques, construction, construction materials, architecture and planning will also be evaluated.

(c) Compensation proposal. As noted, the responding consultant should provide a proposal a per hour fee quotation for their services.

(d) Other factors in the best interest of the Bradley Beach Free Library.

## **PROPOSALS**

Proposals must be in writing and include at a minimum the following information:

(a) Cover letter describing interest and commitment in providing professional services to the Bradley Beach Free Library.

(b) Qualifications and experience of the firm on similar services provided to municipalities and/or their historic preservation commission/group within the last five years.

(c) Individual resumes for all staff to be assigned to this contract.

(d) The most current rate schedule that includes the rates of all applicable staff that may be assigned to this contract.

(e) Minimum of three references and no more than six (name, agency, title, address, email and telephone number) for recent similar or related work.

(f) Any additional relevant information that may be helpful in the selection process.

**NOTE:** All required documentation under the New Jersey Local Public Contracts Law will be required to be submitted prior to the signing of a contract with the Bradley Beach Free Library.

## **PROPOSAL SUBMISSION**

Sealed proposals will be received by the Bradley Beach Free Library, County of Monmouth, State of New Jersey, in the **Library Director's Office at 511 Fourth Avenue, Bradley Beach, New Jersey**, on **February 12,, 2025, 12:30 p.m.**, prevailing time, and at that time will be publicly opened and read.

The proposal (an original, 7 copies, 1 unbound copy and an USB/flashdrive must be enclosed in a **SEALED ENVELOPE**, properly endorsed with the name of the Bidder, with the designation "**BRADLEY BEACH FREE LIBRARY, SEALED PROPOSAL, 2025 PROFESSIONAL SERVICES-HISTORIC PRESERVATION CONSULTANT, FEBRUARY 12,, 2025, 12:30 p.m.**" Proposals submitted by facsimile or email will not be accepted.

After receipt, the Bradley Beach Free Library will review and evaluate the proposals and qualifications. In the absence of unusual circumstances, the Bradley Beach Free Library anticipates adopting a resolution appointing the position by March 2025 at their regular Board Meeting.

The Bradley Beach Free Library reserves the right to reject any and all proposals and waive any informality or non-conformity in any submission to the extent that it is lawful and in the best interest of the Bradley Beach Free Library. To the extent permitted by law, the Bradley Beach Free Library reserves the right to negotiate with qualified consultants after the submission of proposals.

Any questions regarding this proposal/process should be submitted in writing to Ashley Foglia, 511 Fourth Avenue, Bradley Beach, New Jersey 07720, email [ashley@bradleybeachlibrary.org](mailto:ashley@bradleybeachlibrary.org)

**CHECK LIST OF REQUIRED DOCUMENTS**

The following items are required submissions in this proposal package:

|   | <b>Initials</b> |
|---|-----------------|
| Affirmative Action Requirements                               | ✓<br>_____      |
| Americans With Disabilities Act                               | ✓<br>_____      |
| Applicant and Sub-Applicant Business Registration Certificate | ✓<br>_____      |
| Corporate Disclosure Statement                                | ✓<br>_____      |
| Qualification Proposal Form                                   | ✓<br>_____      |
| Acknowledgement of Addenda (as applicable)                    | ✓<br>_____      |
| Affidavit of Non-Collusion                                    | ✓<br>_____      |
| Professional Appointment Certification                        | ✓<br>_____      |
| Dispute Resolution Acknowledgement                            | ✓<br>_____      |
| Checklist of Required Documents, signed below                 | ✓<br>_____      |
| Prohibited Iran Activities                                    | ✓<br>_____      |

EACH REQUIRED ITEM MUST BE INITIALED ON THIS FORM IN THE SPACE PROVIDED. *THIS CHECKLIST MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL PACKAGE.*

\_\_\_\_\_  
COMPANY / APPLICANT'S NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)      TITLE

PROPOSAL

**2025 PROFESSIONAL SERVICES**

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

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

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

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

PROPOSAL (Continued)

**2025 PROFESSIONAL SERVICES**

The undersigned declares that he/she has carefully examined and fully understands the Information for Applicants, Specifications and other documents herein referred to and agrees to furnish and deliver all materials and to perform all work in accordance with the contract documents for the 2025 Professional Services.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

Witness or Attest:

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
(If Corporation, affix Corporate Seal)

**FORMS REQUIRING SIGNATURES**



**AFFIDAVIT OF NON-COLLUSION**

The undersigned, being duly sworn according to law, deposes and says:

1. I reside at \_\_\_\_\_  
\_\_\_\_\_
2. The name of the within applicant is \_\_\_\_\_  
\_\_\_\_\_
3. I executed the said proposal on behalf of the applicant with full authority to do so.
4. The applicant has not directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive proposal in connection with the contract.
5. All statements contained in the Qualification Statement and Proposal and in this Affidavit are true and correct and were made with the full knowledge that Borough of Bradley Beach Library , Monmouth County, its officers and employees, relies upon the truth of the statements therein made in awarding the above-named contract.
6. I further warrant that no person or selling agency has been employed or retained to solicit or service such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees of or bonafide established commercial selling agencies maintained by the applicant.

Sworn and subscribed to  
before me on this day of

\_\_\_\_\_, 2024

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name

**AFFIRMATIVE ACTION CERTIFICATION**

P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975, C.127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

1. A photocopy of approved Certificate of Employee Information Report.

OR

3. An Affirmative Action Employee Information Report (Form AA302)

OR

4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Workforce Report (AA201) for any contract award that meets or exceeds the Public Agency bid threshold (available upon request).

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.**

The following questions must be answered by all applicants:

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 Certificate of Employee Information Report Approval?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a copy of such certificate.

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

**Note: A contractor's proposal must be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c.127, within the time frame.**

Applicant's Name

Title

Authorized Signature

Telephone

Print Name

**EXHIBIT A**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
Goods, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)

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, affection or sexual orientation or sex. Except with respect to affection 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, affection 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 for the 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, affection 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 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, affection 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 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, affection 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 subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and 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.

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO  
PROPOSAL DOCUMENTS FORM**

Pursuant to N.J.S.A. 40A: 11-23.1a, the undersigned hereby acknowledges receipt of the following notices, revisions, or addenda to the proposal advertisement, specifications or proposal documents. By indicating date of receipt, applicant acknowledges the submitted proposal takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of notice to applicants shall take precedence and that failure to include provisions of changes in a proposal may be subject for rejection of the proposal.

| <u>Addendum Number</u> | <u>How Received<br/>(mail, fax, pick-up, etc.)</u> | <u>Date Received</u> |
|------------------------|--|----------------------|
| _____                  | _____  | _____                |
| _____                  | _____  | _____                |
| _____                  | _____  | _____                |
| _____                  | _____  | _____                |
| _____                  | _____  | _____                |

\*\*\*If no addenda has been issued, please write "N/A" above and complete the form below\*\*\*

Company/Applicant: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

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

Printed Name and Title: \_\_\_\_\_

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

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The Contractor and Bradley Beach Library do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 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 Bradley Beach Library pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend Bradley Beach Library in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless Bradley Beach Library, 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 Bradley Beach Library grievance procedure, the Contractor agrees to abide by any decision of Bradley Beach Library which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against Bradley Beach Library or if Bradley Beach Library 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.

Bradley Beach Library 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 Bradley Beach Library or any of its agents, servants, and employees, Bradley Beach Library shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by Bradley Beach Library or its representatives.

It is expressly agreed and understood that any approval by Bradley Beach Library of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the ADA and to defend, indemnify, protect, and save harmless Bradley Beach Library 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 Bradley Beach Library from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

\_\_\_\_\_  
COMPANY / BIDDER'S NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT) TITLE

Bradley Beach Library

**CERTIFICATE BY PROFESSIONAL UNDER CONSIDERATION FOR APPOINTMENT**

\_\_\_\_\_, of full age, certify and say:

1. I am employed by, or am a member of, the firm, \_\_\_\_\_, (“Firm”).
2. I am sufficiently familiar with the Firm’s business and transactions, or have made inquiry of the Firm sufficient to allow me to execute this Certification for the purposes stated herein.
3. I hereby certify that I am eligible to be awarded a Contract for professional services to Bradley Beach Library.
4. I hereby certify that the foregoing statements made by me are true. I am aware that Bradley Beach Library will rely upon this Certification in the event a Contract for professional services is awarded to me. I am further aware that if any of the statements made by me are willfully false, I am subject to punishment, and in addition thereto, any Contract for professional services which may have been awarded may be terminated and/or declared null and void.

Company/Applicant: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

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

Printed Name and Title: \_\_\_\_\_

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

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**

**FOR TRADITIONAL CONTRACTS**

Required Pursuant To N.J.S.A. 19:44A-20.8

\_\_\_\_\_  
(name of firm)

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (name of firm) have not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 2, 2025 as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all Owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

| <b>Name of Stock or Shareholder</b> | <b>Home Address</b> |
|-------------------------------------|---------------------|
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

|  |   |
|--|---|
| Subscribed and sworn before me this ____ day of _____, 2024. | _____<br>(Affiant)  |
| My Commission expires:                                       | _____<br>(Print name & title of affiant) (Corporate Seal) |

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF BRADLEY BEACH LIBRARY**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the TOWNSHIP or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any Committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party Committee" means the State Committee of a political party, as organized pursuant to R.S.19:5-4, any county Committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal Committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate Committee" means a Committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates Committee" means a Committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

|  |  |
|--|--|
|  |  |
|  |  |

|                  |                                                                              |
|------------------|------------------------------------------------------------------------------|
| Person or Entity | <b>Prohibited Russia-Belarus Activities &amp; Iran Investment Activities</b> |
|------------------|------------------------------------------------------------------------------|

**Part 1: Certification**

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

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 on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or 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 addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf> [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced 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 appropriate and as may be 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.

**CONTRACT AWARDS AND RENEWALS**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <p><i>I certify, pursuant to 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 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.)</i></p> |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**CONTRACT AMENDMENTS AND EXTENSIONS**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or 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.)</i></p> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**IF UNABLE TO CERTIFY**



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate 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. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**Part 2: Additional Information**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

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.

**Part 3: Certification of True and Complete Information**

*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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.*

**Full Name (Print)**

**Title**

**Signature**

**Date**