City of Beverly
County of Burlington
446 Broad Street
Beverly, NJ 08010

This is a combined Request for Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Common Council of the City of Beverly and the Beverly City Joint Land Use Board as a basis for making professional service appointments.

Requests for these forms should be made to the Municipal Clerk, Jessica Bolen, 446 Broad Street, Beverly, New Jersey 08010, 609-747-4084. These forms will also be made available on the City's official website at www.thecityofbeverly.com.

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44-20.5 et seq.

REQUESTS FOR QUALIFICATIONS/PROPOSALS

Purpose and Scope of Work:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contracts based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A 40A:11-5 and within the scope of N.J.S.A. 19:44A-20.5 *et seq.*, to the City.

Response to the Request for Qualifications (RFQ) shall be used to determine what proposers meet or exceed the minimum qualifications for the position and offer the municipality quality professional or other exempt services best meeting the needs of the City.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable in terms of the City's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2027 or until a successor is appointed.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Submissions must be mailed or hand delivered to the Municipal Clerk, Jessica Bolen, City of Beverly, 446 Broad Street, Beverly, NJ 08010. **Please include one (1) unbound original and one (1) USB drive.**

2. **Submissions must be received no later than Thursday, December 17, 2026 at 12:00PM.** Late submissions will not be accepted or considered. The City assumes no responsibility for submissions misdirected in delivery or delayed in transmission.

3. The City reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.

4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31) et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration.

5. Proof of insurance for professional liability/malpractice coverage with limits as to liability acceptable to the City will be required prior to the award of any contract.

6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by the Common Council of the City of Beverly or by the Land Use Board.

7. The City will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the City reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFQ/RFP:

- To accept or reject any or all proposals;
- To amend this RFQ/RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the City;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor.

Evaluation:

All submissions (except Auditing and Non-auditing services) will be evaluated using the following evaluation instrument.

(1-10)	Criteria	Weighting	Score
Experience			
_____	Experience with the City of Beverly	10	0
_____	Experience of the firm	15	0
_____	Experience in similar engagements	15	0
_____	Experience of personnel assigned to engagement	20	0
		Subtotal	0
Qualifications			
_____	Qualifications of personnel assigned to engagement	10	0
_____	Qualifications of key personnel	5	0
_____	Ability to perform tasks in a timely fashion (staffing levels)	5	0
		Subtotal	0
Proposal			
_____	References	5	0
_____	Clarity of Proposal	10	0
_____	Responsiveness to RFP Requirements	5	0
		Subtotal	0
	Totals	100	0.0%

Each submission will be evaluated using the instrument above. Submissions will be ranked on a scale of 1 to 10 in each of the areas indicated. The result will be multiplied by the weighting factor. The total score will be divided by 1000 to establish the percentile ranking of the submission.

The highest-ranking proposals will then be evaluated by cost of service and negotiated cost of service (if applicable), similar to the provisions of the Brooks Act.

REQUIREMENTS TO QUALIFY:

The requirements listed below are the minimum levels expected from the professional indicated. If Proposer is a firm, it shall designate one professional within the firm to represent the City and provide the qualifications of that individual in addition to the firm's credentials. The City may appoint "Conflict" professionals for the positions listed below from the pool of candidates submitting.

City Solicitor

Appointment shall be made in accordance with N.J.S.A. 40A: 9-139 for a one-year term. The individual appointed as City Solicitor must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Attorney must have a minimum of ten (10) years experience representing municipalities in all aspects of municipal law including, but not limited to, general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain; municipal finance; redevelopment and real estate issues; election law; OPRA, municipal land use law including state regulations affecting the same; Green Acres and open space law; NJDEP, legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey statutes. Attorney must maintain a bona fide office in the State of New Jersey.

Conflict City Solicitor

Appointment shall be made in accordance with N.J.S.A. 40A: 9-139 for a one-year term. The individual appointed as City Solicitor must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Attorney must have a minimum of ten (10) years experience representing municipalities in all aspects of municipal law including, but not limited to, general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain; municipal finance; redevelopment and real estate issues; election law; OPRA, municipal land use law including state regulations affecting the same; Green Acres and open space law; NJDEP, legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey statutes. Attorney must maintain a bona fide office in the State of New Jersey.

City Engineer

The City Engineer must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ for a minimum of ten (10) years. The Engineer assigned must be multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering including, but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers holding licenses in these areas, land use experience, planners & landscape architects on staff, experience in environmental studies

assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations.

Special Projects Engineer

The Special Projects Engineer must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ for a minimum of ten (10) years. The Engineer assigned must be multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering including, but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers holding licenses in these areas, land use experience, planners & landscape architects on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic engineering, drainage, and extensive knowledge NJDEP rules and regulations.

City Auditor

Please see separate RFQ/RFP package for requirements.

Non-Auditing Services

Please see separate RFQ/RFP package for requirements.

IT Consulting Services

Please see separate RFQ/RFP package for requirements.

Land Use Board Attorney

The Board Attorney must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Board Attorney must have a minimum of ten (10) years experiences as a Joint Land Use Board Attorney, Planning Board Attorney, or Zoning Board Attorney, or shall have appeared on behalf of applicants before such Boards regularly for at least ten (10) years, with experience in all aspects of planning, zoning, and Municipal Land Use Law (MLUL). Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some COAH experience is required. Proposer must have a bona fide office in the State of New Jersey.

Land Use Board Engineer

The Board Engineer appointment shall be made in accordance with N.J.S.A. 40:55D-24. Applicant must be a New Jersey licensed engineer with at least ten (10) years experience reviewing subdivision and site plans including preparation of written reports setting forth compliance with municipal ordinances and with accepted planning and engineering design practices; providing field observation to assure compliance with Board requirements and preparing plans, studies and reports as requested by the Board.

Land Use Board Planner

Applicant must be a New Jersey licensed planner with at least ten (10) years' experience in Municipal Planning with a focus in all aspects of planning, zoning, and Municipal Land Use Law (MLUL), site plans, subdivisions, Land Use Board applications, completeness reviews, Urban Planning, Urban Design Standards, Land Use Elements, Master Plans, and related Plan Elements. The successful applicant will be responsible for all requirements normally expected of a Land Use Planner including but not limited to, reviewing Land Use Board Applications for completeness and compliance with the City's Development Standards, attending meetings of the Land Use Board, reviewing subdivisions, site plans, including preparation of written reports, review letters, etc., setting forth compliance with municipal ordinances and with accepted planning practices.

Applicant(s) shall work closely with City personnel, and other City Professionals/Consultants in furtherance of City Planning and Land Use objectives. The Land Use Board Planner shall make recommendations for the updating and/or revising ordinances as may be necessary.

Architect of Record

Pursuant to N.J.S.A. 19:44A-20.5 et seq, the City seeks Requests for Qualifications ("RFQ") from licensed architectural firms that wish to provide municipal architectural services to the City. The successful firm must have significant experience in representing New Jersey municipalities in all aspects of municipal architectural services. The successful firm will provide the City with architectural and construction services on a project-by-project basis as determined by the Mayor and Council and as directed by the City Administrator. There shall be designated a member of the firm who shall be a New Jersey Licensed Architect. Experience designing improvements to Municipal facilities is required including Government offices, Court facilities, and/or Police Departments.

City Labor Counsel

Labor Counsel must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. Counsel shall have at least ten (10) years experience as a municipal labor attorney. Applicant shall have demonstrated knowledge of and experience with collective bargaining, PERC arbitration and mediation, ADA, FMLA and NJ FLMA. Applicant must be licensed to practice law in the State of New Jersey and be a member of the bar in good standing and must maintain a bona fide office in the State of New Jersey.

Bond Counsel

Additionally, the City Solicitor may also apply for Bond Counsel as part of the City Solicitor submission. Bond Counsel must have at least ten (10) years prior experience in tax law, securities law and state law and at least ten (10) years prior experience representing municipalities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Counsel must maintain a bona fide office in the State of New Jersey.

Redevelopment Attorney

The City's Redevelopment Attorney shall be a resident of the State of New Jersey, and either (a) a member of or employed by a firm of New Jersey licensed attorneys with at least three (3) years experience, or (b) shall personally have at least three (3) years experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; Fair Housing Act, COAH, and affordable housing issues; eminent domain and redevelopment and real estate issues, foreclosures; municipal land use law including state regulations affecting the same; NJDEP, legislation, and regulations; and familiarity with Titles 40 & 40Aof the New Jersey Statutes. The individual(s) appointed as City Redevelopment Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least three (3) years. The City Redevelopment Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Risk Management Consultant

The Risk Management Consultant shall be a multi-disciplined firm with at least three (3) years experience in Risk Management Consulting Services as permitted in the Bylaws of the Burlington County Municipal Joint Insurance Fund. The individual assigned shall be a resident of the State of New Jersey and have at least three (3) years experience as a Risk Management Consultant in identifying insurable exposures, coverages, administration, and assessment. The Risk Management Consultant may, in his/her discretion be assisted by employees of the consultant's firm with lesser levels of experience.

Public Defender

The Public Defender shall be a resident of the State of New Jersey, have at least three (3) years experience as Public Defender in Municipal Court or three years (3) years experience in a practice with significant criminal, quasi-criminal and Municipal Court defense efforts. In addition, the Public Defender must have experience in all areas of Municipal Court representation including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court. **The Public Defender must be in person to all court sessions and have basic knowledge on how to use Zoom.**

Conflict/Alternate Public Defender

The Public Defender shall be a resident of the State of New Jersey, have at least three (3) years experience as Public Defender in Municipal Court or three years (3) years experience in a practice with significant criminal, quasi-criminal and Municipal Court defense efforts. In addition, the Public Defender must have experience in all areas of Municipal Court representation including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court. **The Conflict/Alternate Public Defender must be in person to all court sessions and have basic knowledge on how to use Zoom.**

Prosecutor

The Prosecutor shall be a resident of the State of New Jersey and shall have at least three (3) years experience as Prosecutor in Municipal Court or three (3) years experience in a practice with significant criminal and quasi-criminal and Municipal Court defense efforts. In addition, the Prosecutor must have experience in all areas of Municipal Court representation, including expert as well as lay direct and cross-examination, handling of Discovery and Motions in Municipal Court, prosecution of Title 39, Municipal Ordinances, and other violations commonly considered by the Municipal Court. **The Prosecutor must be in person to all court sessions and have basic knowledge on how to use Zoom.**

Conflict/Alternate Prosecutor

The Prosecutor shall be a resident of the State of New Jersey and shall have at least three (3) years experience as Prosecutor in Municipal Court or three (3) years experience in a practice with significant criminal and quasi-criminal and Municipal Court defense efforts. In addition, the Prosecutor must have experience in all areas of Municipal Court representation, including expert as well as lay direct and cross-examination, handling of Discovery and Motions in Municipal Court, prosecution of Title 39, Municipal Ordinances, and other violations commonly considered by the Municipal Court. **The Conflict/Alternate Prosecutor must be in person to all court sessions and have basic knowledge on how to use Zoom.**

City Mechanical Engineer

Appointment shall be made in accordance with N.J.S.A. 40A: 9-140 and may be up to three years. The City Mechanical Engineer must be licensed in the State of New Jersey and shall have all applicable licenses to perform general mechanical engineering in NJ. The Engineer assigned must be multi- disciplined with experience in all aspects of mechanical engineering including but not limited to the design, bidding services, testing, inspections and recommendations for all mechanical systems for the City of Beverly.

Economic Development/Special Projects Planner

Applicant must be a New Jersey licensed planner and shall be a member of the American Institute of Certified Planners, with at least ten (10) years' experience in Municipal Planning with a focus in Economic Development/Redevelopment, Urban Planning, Urban Design Standards, Land Use Plans, Master Plans, Visioning Sessions, Community Engagement, Regional Planning, NJDEP Planning requirements, Waterfront Development, and Plan Endorsement as it relates to Centers of Place Designation. Applicant(s) will work closely with various City Committees, the City Administrator, other City Professionals, and City personnel in furtherance of City planning objectives. The successful applicant will assist in the planning and coordination of community development projects, land use planning, and providing guidance for City sponsored projects and recommending revisions to the City's ordinances and land use practices/policies. The successful applicant will also meet with City personnel, professionals, and prospective developers on an as needed.

Affordable Housing Planning Consultant

The Affordable Housing Planning Consultant shall be a licensed Professional Planner in the State of New Jersey with substantial experience, including but not limited to, court master experience and appointments, ideally no less than 10 years in affordable housing planning consultant services, preparing advisory documents, establishment of spending plans, ordinances, resolutions, guidance concerning affordability regulations, master plan, housing element amendments, and providing testimony and technical assistance in connection with Affordable/Fair Share Housing requirements and regulations.

Applicant shall review, provide recommendations, and update and/or draft affordable housing documents so they are in compliance with recent case law and regulations for submission to the NJ Superior Court which include but are not limited to: affordable housing ordinances, development fee ordinance, spending plan, housing and element fair share plan, declaratory judgments, and Third Round Housing Element and Fair Share Plan Amendments.

The successful applicant shall also provide technical assistance related to the housing trust fund and spending plan, attend regular and special meetings of the City with regard to affordable housing matters, represent the City, in affordable housing matters before any entity which is conferred with the authority to administer affordable housing matters, providing expert witness reports and testimony in all judicial and administrative proceedings related to affordable housing and COAH issues.

The successful applicant shall also guide the City in preparation of future housing plans to comply with the Fair Housing Act amendments being considered for 2027 and beyond.

Professional Information and Qualifications

1. Name of Firm;

2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which personnel will be assigned to work with the City.

3. Description of key personnel's education, experience, qualifications, number of years with the firm and a description of their experience. Phone numbers and email addresses for key personnel shall also be provided.

4. Experience related to providing services to public entities;

5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;

6. Examples of your record of success (or significant achievements) servicing public entities;

7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);

8. **NOT TO EXCEED AMOUNT for the 2027 calendar year and other cost details, including the hourly rates of each of the individuals who will perform the services and all expenses.**

9. Any other information that the interested firm deems relevant.

10. New Jersey Business Registration Certificate.

11. Fully executed Non-Collusion Affidavit, attached.

12. Disclosure of Investment Activities in Iran, attached.

13. Fully executed Disclosure of Ownership form, attached.

14. Mandatory Equal Employment Opportunity Language.

15. Form W-9

16. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus form, attached.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF BURLINGTON :

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 the 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 City of Beverly 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 am further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before me
this _____day of _____, 20__

_____ _____
Notary Public **(Signature of Professional)**

State of _____

My Commission Expires _____ _____
(Type or print name of Affiant and Title under signature)

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, affectional 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, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor 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. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, 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 documents:

- **Letter of Federal Affirmative Action Plan Approval**
- **Certificate of Employee Information Report**
- **Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)**

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: _____

Organization Address: _____

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

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

PART II

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

OR

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

Name of Individual or Business Entity	Address

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

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

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

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV: CERTIFICATION

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

Full Name (Print):	Title:
Signature:	Date:

Disclosure of Investment Activities in Iran

Person or Entity	

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX**.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

☐	*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activates in Iran below and, if more space is 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 **Name of Contracting Unit** *is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the* ***Reference to Contracting Unit*** *to notify the* ***Reference to 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, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the ***Name of Contracting Unit*** *and that the* ***Reference to Contracting Unit*** *at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		**Title**	
Signature		**Date**	

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

[i] Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).