

**ATTENTION BIDDERS**  
**FLORENCE TOWNSHIP BID**  
**(2025-2026) COMPUTER AND NETWORK SUPPORT SERVICES**

Florence Township will be accepting bids for Computer and Network Support Services. Bids are due no later than Tuesday, November 26, 2024 at 10AM. Bids must be submitted in a sealed envelope to the Attention of: Michelle Chiemiego, CFO/QPA, 711 Broad Street, Florence, NJ 08518. Bid specifications are available at the Municipal Building, 711 Broad Street, Florence, NJ 08518 Monday through Friday 9:00 a.m. to 4:30 p.m. Any questions please call 609-499-2525, or via e-mail at [cfo@florence-nj.gov](mailto:cfo@florence-nj.gov)

**SUBMISSION OF BIDS**

Bids shall be addressed and submitted in accordance with the advertised "Bid Notice". The words "*(2025-2026) Computer and Network Support Services*", the bid date, and the bid opening time shall be stated on the face of the bid envelope. It is the Bidders responsibility to see that their bids arrive on time. Late bids, facsimile or telephone bids will not be considered.

**NEW JERSEY BIDDING REQUIREMENTS**

The following documents shall be provided in each bid:

- Affirmative Action statement required by N.J.A.C. 17:27-1.1 et seq.
- A non-Collusion statement as required by N.J.S.A. 52-34-15.
- An owner(s) disclosure statement showing all stockholders/owners who have a 10% or larger ownership in the Corporation of the Bidder.
- A copy of a State of New Jersey Business Registration Certificate.
- A copy of Iran Disclosure Statement
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Michelle Chiemiego  
CFO/QPA

**REQUEST FOR SEALED BIDS**  
**FOR**  
**COMPUTER AND NETWORK SUPPORT SERVICES**

**SUBMISSION DEADLINE**  
**AT WHICH TIME BIDS WILL BE OPENED IS**

**Tuesday, November 26, 2024**

**10:00 AM**

**ADDRESS ALL BIDS TO:**

**TOWNSHIP OF FLORENCE**  
**C/O: MICHELLE CHIEMIEGO**  
**711 BROAD STREET**  
**FLORENCE, NJ 08518**

Sealed bids shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and made part of these specifications.

### **Submission of Bids**

All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, his address and the name of the business entity or service provider for which the bid is submitted. Bids must be addressed to the attention of:

FLORENCE TOWNSHIP  
c/o Michelle Chiemiego, CFO/QPA  
711 Broad Street  
Florence, NJ 08518

All Bids shall include the following fully completed and executed documents:

Non-Collusion Affidavit, Affirmative Action Compliance Statement, Stockholder Disclosure Certification, a State of New Jersey Business Registration Certificate and the Activities in Iran Disclosure Statement.

### **Bids Forwarded through the Mail**

Must contain the following statement on the envelope:

“THIS IS A SEALED BID AND SHALL NOT BE OPENED AND READ UNTIL WEDNESDAY, NOVEMBER 26, 2024 AT 10AM BY THE TOWNSHIP CHIEF FINANCIAL OFFICER/QUALIFIED PURCHASING AGENT OR THEIR DESIGNEE.”

The Township will not assume responsibility for bids not delivered in person to the Township CFO/QPA.

### **Receipt of Bids**

All bids must be received before or at the time and date specified in the Request for Bid. As permitted by law, no bid will be received after the specified time.

### **Reservations**

As permitted by law, the Township Council reserves the right to reject any or all bids, to waive irregularities and technicalities, to request re-submissions, and to award bids as the Township Council deems will best serve the interest of the Township.

Questions regarding this Request for Bid may be directed to Michelle Chiemiego, CFO/QPA at (609) 499-2525, or via email at [cfo@florence-nj.gov](mailto:cfo@florence-nj.gov).

## **Inspection/Walk Through of the Townships Systems**

The Township highly recommends that all bidders take part in an inspection/walk through of the Township's IT Systems to better understand the scope of the job they are bidding on. This inspection will take place on Wednesday, November 13, 2024 at 10 AM.

Questions regarding this Inspection Date may be directed to Thomas A. Sahol, Administrator at (609) 499-2525, or via email at tsahol@florence-nj.gov

## **Request for Bid for Computer and Network Support Services**

### **Scope of Services:**

**Provide the services outlined below to the following departments:**

- Municipal Administrative Offices
- Municipal Court
- Police Department
- Utility Department
- Public Works Department

### **Outline of required and scope of services:**

Note – The list below is not inclusive and other items could be added.

- Hardware and software repair support for the following:

### **Township**

<b>Brand</b>	<b>Firewall / Printer/ Switches</b>		
<b>FortiNet</b>	Firewall	60F	1
<b>Cisco</b>	Switches	CBS250-48p POE, 24p POE, 24p, Catalyst 8p POE	4
<b>HP</b>	Printers	Various*	17
<b>Kyocera</b>	Printers	7004i, MZ3200i, MZ4000i	3
<b>Alphacard</b>	Printer		1
<b>Epson</b>	Scanner		2

\*LaserJet m611, Pro 400, P3015, m506, M553, Pro 4001, 600, p2055, Pro400, M553, cp2025, cp3015, M602, M454dw, M553, P3015, M602

## Police Dept.

Brand	Desktop/Laptop/Server	Model	Quantity
Dell	Desktops	Optiplex	16
Brand	Desktop/Laptop/Server	Model	Quantity
Dell	Desktops	Optiplex, Precision	37
Dell	Laptops	Latitude, Inspiron	15
Dell	Server (physical)	PowerEdge T430	2
HP	Server (physical)	ProLiant ML110	1
Dell	Server (virtual)	Server 2016	2
Dell	Desktops (virtual)	Windows 10	2
Dell	Server (physical)	PowerEdge R640	1
Dell	Server (virtual)	Server 2019	2
Patrol PC	Car MDT		15

Brand	Printer/ Switches	Model	Quantity
Cisco	Switch	CBS250-48p POE	1
Kyocera	Printer	7004i	1
Samsung	Printer	SCX-4729	1
Dell	Printer	C2660dn	1
HP	Printer	Various*	6

\*LaserJet Pro 200, 400, 4001n, Color LaserJet M455, M553, M452dn

## Scope of Services – continue

- Virtual Servers
- Application Servers
- ISP
- VPNS
- Website support
- Email Account Support
  
- Network administration and maintenance
  - Add/Delete user accounts.
  - Manage & modify network access as needed.
  - Access rights shall be reviewed every 6 months.
  - Installation/upgrade of hardware & software as needed.
  - Manage the day-to-day support for critical infrastructure.
  - Servers, Routers, Switches, Firewalls, VPNs, etc.
  - Ensure that critical infrastructure equipment is up to date with the latest operational and security patches and configuration settings.
  - Firewall rules and policies need to be reviewed at least twice per year.
  - Any interconnecting devices must ensure that unused or non-active ports are closed.

- Data Backup
  - Maintain full backups onsite and off-site. (cloud preferred)
  - Nightly incremental/weekly and monthly full image backups.
  - Maintain a minimal of 30-day versioning
  - Backup monitoring for successful completion.
  - Backups need to be validated monthly.
    - Be able to test the backup by restoring a test file.
  - Ensure that 3rd party applications are backed-up
  
- Municipal Software
  - The selected Technology vendor shall be familiar with municipal finance software, licensing software, and any other commonly used software in municipal government and in Burlington County.
  
- Patch Management
  - Use automatic updates where practicable, particularly as related to security patches.
  - All security and critical updates and patches shall be installed as soon as possible following release.
  
- Antivirus/Defensive Software
  - Antivirus and antimalware shall be enabled for desktops, laptops, and servers with automatic updates.
  - Spam filters shall be enabled for all devices and email systems.
  
- Password Management
  - A password policy shall be implemented that is compliant with the JIF's / MEL's minimal requirements or best practices which ever provides the highest level of security and practicality. The password policy should be implemented via Microsoft Group Policies.
  
- Email
  - Provide support for Microsoft365/MS Exchange and other relevant email services with 75 users.
  - The selected Technology vendor shall provide guidance to the municipality to ensure a warning banner is in place to notify of external incoming emails.
  
- Government Cybersecurity Membership
  - At a minimal the selected Technology vendor shall be a member of the New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)
  
- System Event Logging & Monitoring
  - System performance, utilization, information security events shall be monitored, and logs reviewed.
    - This can be accomplished via remote monitoring tools or utilizing Microsoft's system logs and Event Viewer.

- Remote Access
  - Remote connections shall be secured via the use of a VPN or other secure RDP tool. All remote connection shall have Multi Factor Authentication (MFA) implemented.
- Network Segmentation
  - Where possible, the selected Technology vendor shall provide guidance to the municipality on how to best protect their network by segmenting key functional departments.
- Business Continuity
  - A Business Continuity Plan shall be provided by the selected Technology vendor that outlines their process and procedures to restore operations to the municipality. The plan shall take into consideration the following:
    - Determine recovery requirements & time objectives
    - Determine recovery strategies
    - Equipment procurement to include loaner server and other equipment as needed.
    - Data restoration
    - Departmental interdependencies
    - Estimating up time
    - Work with other 3<sup>rd</sup> parties in the event of a cyber breach (forensics, breach councils, risk managers, etc.)
- Service Level Agreement (SLA)
  - Provide up to (4) hours per week of onsite support service.
  - Provide on-site emergency system failure support within 4 hours.
  - Provide 24/7 remote support
- Purchasing
  - The selected Technology vendor shall be able to procure and provide technology planning support and assist in providing quotes and acquisition support for equipment and software using Government Contracts to provide the most effective configurations and pricing value for the municipality.
- Retention
  - In accordance with N.J.S.A. 17:44-2.22, vendor agrees to and shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment.
- Warranty and License Management
 

As Part of this agreement the selected Technology vendor shall audit the warranty status of all municipal owned computer equipment, software and make recommendations to upgrade to multi-year extended warranties if possible. Also provide any and all annual license renewal costs for applicable products
- Insurance Requirements
  - The COMPUTER AND NETWORK SUPPORT SERVICES contract between the Florence

Township and the selected Technology vendor shall have the following clauses:

- ***Worker's Compensation*** - in compliance with the Compensation Law of the selected Technology vendor's State of Domicile, this shall include the Other States Endorsement specifically providing for benefits payable under New Jersey State Law.  
  
Statutory Limits for Employers Liability and \$1,000,000 per accident per employee
- ***General Liability*** - The selected Technology vendor shall have General Liability with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars.
- ***Automobile Liability Insurance*** - With a minimum combined single limit of liability per accident of one million (\$1,000,000) dollars for bodily injury and property damage. This insurance must include coverage for owned, hired, and non- owned automobiles.
- ***Errors & Omissions*** - The selected Technology vendor shall have Errors & Omissions Insurance of at least \$1,000,000 Each Claim and \$1,000,000 Per Claim covering the services of this agreement.
- ***Indemnify and Hold Harmless*** - The selected Technology vendor shall indemnify and hold harmless the name of the municipality, their officers, and employees from any and all claims or liability arising out of the activities of the selected Technology vendor, its employees and agents in connection with all activities undertaken by the selected Technology vendor pursuant to the COMPUTER AND NETWORK SUPPORT SERVICES Contract.
- Cyber Security/Privacy \$1,000,000 per occurrence or claim.
- ***PII & PHI Coverage*** - The selected Technology vendor shall have a cyber insurance policy where the coverage includes loss, theft or failure to protect PII (Personal Identifiable Information), PHI (Protected Health Information) or confidential information (including violation of any related privacy/security laws/regulations), as well as failing to prevent a security breach and failing to comply with your own privacy policies.
- Florence Township shall be named as Additional Insured with primary and non-contributory and Waiver of Subrogation endorsements for all coverages except Workers Compensation. A 10-day notice shall be provided to the Township in the event the insurance coverage is being cancelled due to non-payment of premium for all coverages. In addition, a 30-day notice shall be provided to the Township for any material changes, non-renewal and intent to cancel. A copy of the endorsements shall be provided with certificate of insurance for all coverage.



The selected Technology vendor shall have a working knowledge of public safety regulations/requirements (NJ State Police & FBI) including a working knowledge of NCIC. The selected Technology vendor shall have knowledge of the following applications.

- 911 systems
- Phone systems
- Radio systems
- NCIC2000
- CAD/RMS
- Body worn cameras
- Mobile Video Recording
- Audio/Visual
- Wireless technology
- Cellular technology
- Virtual servers

The selected Technology vendor shall maintain industry standard certification to provide qualified service offerings. In addition, the selected Technology vendor shall be able to provide warranty service to municipal owned/leased relevant technology equipment.

Industry Standard Certifications	Certifications required based on support role					
	Help Desk Support	PC / Printer Repair	Server Repair & Support	System Administration	Network & Infrastructure Support	Information Security
HDI technical support professional certification	✓					
CompTIA IT Fundamentals (ITF+)	✓	✓				
CompTIA A+	✓	✓	✓	✓		
CompTIA Network +			✓	✓	✓	
CompTIA Server +			✓	✓	✓	
CompTIA Security +			●	●	✓	✓
MCSE			●	✓	●	●
CCNA					✓	✓
CISSP						✓
CEH						✓

● These certifications are not required but good to have depending on customer needs.

## Township's Request for Bids for Computer Support Services

The applicant/bidder shall in response to the Township's Request for Bid, at a minimum, include the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "Scope of Services" of the provider defined in the Township's Request for Bid. Qualifications, at a minimum, shall include requirements defined as follows:
  - A. Full name, business address, cell phone and email address.
  - B. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide services as described within the body of the Request for Bids.
  - C. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
  - D. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
  - E. A listing of all previous Public Sector entities served by the applicant/bidder licensed professional including dates of service and position(s) held.
  - F. Proposed cost of the service(s) or activities, for a one (1) year contract with second (2<sup>nd</sup>) and third (3<sup>rd</sup>) year extensions. The proposed cost should include:
    - a. Annual Cost of Service
    - b. Site visits and expenses.
    - c. Additional services defined beyond the scope of regular services.
  - G. Description of the response time for both emergency and non-emergency support. In addition to details on how updates are performed, how installation of software is managed, and how service requests are handled.
  - H. **Insurance.** The applicant/bidder, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Florence.
  - I. **Financial Disclosure.** The applicant/bidder as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.*
  - J. **Law Against Discrimination and Affirmative Action.** The applicant/bidder as a "professional" shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

2. The applicant/bidder shall submit a copy of their bid for review and consideration by the Township Administrator and Township Council.
3. Background checks: Due to the sensitivity of the information contained on the Township's computer systems and to protect the interest of the Township residents, all vendors and each employee assigned to work on the Township's system shall submit to a criminal background check using the State of New Jersey electronic fingerprint system. Background check shall be performed prior to the commencement of work and shall be paid for by the vendor. At the time of the bid submission, vendor shall provide a list of all employees, both on-site and at alternative locations that it proposes to have access to the municipal computer system. Vendor shall have a continuing obligation to keep the list up-to-date and to notify the Township throughout the contract if a vendor's employee has been charged with a crime or offense that would potentially disqualify an employee from this contract. The Township shall have the exclusive right to remove or prevent an individual from working on this contract.
4. Public Records: Once opened, all bid submissions become public records subject to disclosure under the New Jersey Open Public Records Act and common law right of access. Bidders must assume that the Township shall disclose all information submitted upon the receipt of a proper request. Bidders may identify portions of their bid submissions as confidential/trade secrets. The Township shall review and determine if it agrees with such descriptions. If the vendor disagrees with the Township's assessment, the vendor shall be responsible for all costs, including reasonable attorney fees, for the Township to defend non-disclosure. Pricing and employee names are always subject to disclosure.

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

The CONTRACTOR and the Township of Florence (herein referred to as the Township) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP 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 TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act.

The CONTRACTOR shall indemnify, protect, and save harmless the TOWNSHIP, 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 TOWNSHIP'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the TOWNSHIP or if the TOWNSHIP 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 TOWNSHIP 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 TOWNSHIP or any of its agents, servants, and employees, the TOWNSHIP shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives. It is expressly agreed and understood that any approval by the TOWNSHIP 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 TOWNSHIP pursuant to this paragraph. It is further agreed and understood that the TOWNSHIP 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 TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**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**

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**.

**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 Township of Florence, after notification of award but prior to 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 Township of Florence to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

**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: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Bidder:** \_\_\_\_\_

Pursuant to Public Law 2012, c. 25, and N.J.S.A. 40A:11-2.1, any person or entity that submits a bid or bid or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

**I certify, pursuant to Public Law 2012, c. 25, and N.J.S.A. 40A:11-2.1, that the person or entity listed above for which I am authorized to submit a bid:**

- ( ) is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,  
**AND**
- ( ) is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township under penalty of perjury. Failure to provide such will result in the bid 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 bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.**

Name: _____ Relationship to Bidder: _____	
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Bidder Contact Name: _____	Contact Phone Number: _____

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 Township 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 Township to notify the Township 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 Township and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**TOWNSHIP OF FLORENCE  
NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Bid for the bid

entitled **Computer Support Services**, and that I executed the said bid with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said bid and in this affidavit are true and correct, and made with full knowledge that the Township of Florence relies upon the truth of the statements contained in said Bid and in the statements contained in this affidavit in awarding the contract for the said project.

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

\_\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to  
Before me this day  
\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Type or print name of affiant)

under signature)

\_\_\_\_\_  
Notary public of

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

(Seal)



**TOWNSHIP OF FLORENCE  
 STOCKHOLDER DISCLOSURE CERTIFICATION  
 N.J.S.A 52:25-24.2 (P.L. 1977 c33)**

Failure of the bidder/respondent to submit the required information is cause for automatic rejection

**Legal Name of Bidder:** \_\_\_\_\_

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

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

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: \_\_\_\_\_ Where Incorporated: \_\_\_\_\_

**Business Address:**

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<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Telephone #</b>	<b>Fax #</b>
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Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent or more of its stock of any classes, or who owns ten (10) percent or greater interest therein. Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____	Name: _____
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Home Address: _____	Home Address: _____
_____	_____

Name: _____	Name: _____
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Home Address: _____	Home Address: _____
_____	_____

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ (Affiant)

(Notary Public)  
 My Commission expires: \_\_\_\_\_

\_\_\_\_\_ (Print names & title of affiant)



**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”) 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.

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*(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

<sup>i</sup> 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).