

Notice of Proposal

Merchantville-Pennsauken Water Commission

Sealed Proposals will be received on Tuesday, April 9th, 2024, at 11:00AM in the G. Burton German Meeting Room, 6751 Westfield Avenue, Pennsauken, NJ 08110 and then publicly opened and read aloud for the following:

Marketing and Public Relations Services

Copies of the RFP are available by request from the Merchantville Pennsauken Water Commission.

Each proposal must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed and delivered to Merchantville-Pennsauken Water Commission, Attn: Jack Killion, Chief Operating Officer. The name and address of the bidder should be written on the face of the envelope. Proposal must be endorsed: Marketing and Public Relations Services, Merchantville-Pennsauken Water Commission.

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The MPWC is only responsible for forwarding addendums or clarifications to those prospective bidders who obtained specifications directly from the MPWC or to those who have put the Merchantville-Pennsauken Water Commission on notice for having received the specification.

Bidders are required to comply with the requirement of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION REQUEST FOR PROPOSALS

MARKETING AND PUBLIC RELATIONS SERVICES

MAY 1, 2024 – APRIL 30, 2025

The MPWC is seeking Request for Proposals from qualified candidates/companies to provide public relations and marketing services, and to provide project management and coordination of services of a specialized nature to the Merchantville-Pennsauken Water Commission. This RFP relates solely to the MPWC and does not encompass the parent communities, the Borough of Merchantville and the Township of Pennsauken.

The successful candidate will provide public relations and marketing services, including, but not necessarily limited to, the following:

1. 100th Anniversary promotion initiative for 2026. The consultant shall assist the Merchantville-Pennsauken Water Commission in celebrating 100 years with a public awareness campaign that includes media content focusing on the MPWC. The campaign should consider print and digital media outlets as well as any other pertinent media venues as approved by the MPWC. Advertising samples must first be reviewed by the MPWC for corrections or revisions before submission.
2. Generate public awareness of the MPWC's commitment to Water Quality & Safety.
3. Provide guidance regarding media relations strategies and develop a public relations and press release strategy playbook. The MPWC will provide essential information including logistical specifics and subject matter. The consultant will be responsible for the distribution of press releases.
4. Update and redevelop website. After redevelopment, the consultant will provide updates and maintenance to the MPWC's website, twice a month or as needed. The MPWC will provide some background content and photographs for the website, but original content and photographs may be needed, as deemed appropriate. The consultant will also manage and enhance the organization's online image and presence.
5. Development and production of one advertising campaign that connects our rates to our regulations, and another that connects the links between the MPWC and its communities, which showcases the MPWC and the services it provides. The consultant shall develop templates for print as well as for digital release.
6. All other related duties.

PROFESSIONAL INFORMATION & QUALIFICATIONS

Each interested company shall submit one (1) original and three (3) copies of their proposal. The original proposal shall be signed in ink.

Respondents are required to submit the following items for a complete proposal:

1. A description of the firm's qualifications and experience conducting similar plans. Include a description of the firm, its organizational structure, location of the principal office and the location of the office that would manage this project.
2. A summary of professional qualifications and experience of the individuals the firm would assign to the project and their individual project responsibilities. Indicate whether these individuals have worked together on previous projects. Indicate each individual's current commitment, availability to start this project and percentage of time that they will be assigned to complete their project tasks on this job.
3. Specific methodology to be used to perform the services with a timeline proposed for each phase of the project. Include a description of community engagement efforts included and deliverables proposed.
4. Estimated timeline for completion through implementation.
5. Names, addresses, telephone numbers, and e-mail addresses of clients for which the firm performed projects of a similar type and size within the last five years with reference letters, and awards received.
6. Not-to-Exceed fee for this project. Provide a detailed cost for each phase of the project, including but not limited to, the number of meetings with stakeholders, travel expenses, and document production costs.
7. Proposed engagement agreement with terms and conditions.

EVALUATION OF PROPOSALS

The MPWC reserves the right to determine the suitability of proposals on the basis of a proposal's meeting the administrative and technical requirements of the RFP and the evaluation committee's assessment of the quality, integrity, cost and capability of the proposer to perform the requirements of the position.

During the evaluation process, the evaluation committee may require the proposer to answer questions with regard to the proposal.

Rejection of Proposals

All proposals will be reviewed for comprehensiveness and responsiveness to the submission requirements. The MPWC reserves the right to reject any and all proposals that fail to meet the minimum requirements of this RFP.

Submission of Proposal

1. The proposed cost and pricing structure must include an hourly rate.
2. A list of any deviations from the scope of services listed above must be submitted with the proposal.
3. One (1) original and three (3) copies of the proposal must be submitted.
4. Attachments of an explanation of all the qualifications and experience requirements and other items as listed under Professional Information and Qualifications (see previous page).
5. See attached forms for submission requirements.
6. All respondents must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award. The BRC may be submitted with the proposal or prior to award of the contract.
7. All respondents must comply with affirmative action laws, per the attached and indicate same in the response.

SUBMISSION OF REQUEST FOR PROPOSALS

1. PROPOSALS FORWARDED THROUGH THE MAIL

The request for proposal form shall be submitted, in a sealed envelope: (1) addressed to the MPWC, Attn: Jack Killion, Chief Operating Officer, and (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked “REQUEST FOR PROPOSAL” with the contract title “Marketing and Public Relations Services”. It is the proposer’s responsibility to see that the request for proposals is presented to the Merchantville-Pennsauken Water Commission on the hour and the place designated. Request for Proposals may be hand delivered or mailed; however, the Merchantville-Pennsauken Water Commission disclaims any responsibility for a request for proposals forwarded by regular mail or overnight mail. Request for Proposals received after the designated time and date will be returned unopened.

2. PROPOSALS SUBMITTED BY HAND DELIVERY

Proposer may submit their Request for Proposals by hand delivery. Proposals must be clearly marked as stipulated above, may be dropped off at the reception desk located in the Administrative Headquarters, between the hours of 8:00AM and 4:00PM. Proposers may also utilize the MPWC drop box, located to the right of the front doors. Proposers choosing this form of delivery must submit the proposal no later than fifteen (15) minutes prior to the date and time of the opening. Proposals submitted by hand after this time must be brought directly to the customer support desk located in the Administrative Headquarters, prior to the time of the opening. Proposers wishing to attend the opening of the Request for Proposal must follow the instructions provided.

SELECTION CRITERIA

The selection criteria to be evaluated in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in providing the professional services requested by the Merchantville-Pennsauken Water Commission and references related thereto (Note: If an individual or firm has been involved in business mergers the Commission will consider length of service to include work performed by the original business entity).
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Merchantville-Pennsauken Water Commission and the Borough of Merchantville and the Township of Pennsauken as well as the entire franchise area.
4. Price shall be based upon schedule of fees as well as hourly rates submitted with the proposal. Services not included as part of the resulting contract scope of service must be approved and authorized by the MPWC before work is initiated. Payments shall be made on a monthly basis based upon submission of invoices and documentation of work to date.
5. Location (distance) of primary office in relation to the Merchantville-Pennsauken Water Commission Administrative Headquarters.
6. Recent, current, and projected workload of the individual or firm.
7. Thoroughness and completeness of the applicant's submittal or prior work product.
8. Any familiarity, experience, or position in dealing with the parent/host municipalities will be considered.
9. Any other relevant information.

The Merchantville-Pennsauken Water Commission shall award a contract to the firm that best meets the needs and interests of the Merchantville-Pennsauken Water Commission and of the host communities. The Merchantville-Pennsauken Water Commission reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost-effective use of public dollars.

PROPOSAL REQUIREMENTS

In addition to one (1) original and three (3) signed copies of the completed proposal, the following is a checklist of items which must be submitted with the proposal.

	<i>Initial Below</i>
A. Statement of Ownership Disclosure - MANDATORY	_____
B. A Non-Collusion Affidavit properly notarized	_____
C. Authorized signatures on all forms	_____
D. Business Registration Certificate	_____
E. Affirmative Action Statement	_____
F. Americans with Disabilities Act of 1990 Language	Informational
G. Proof of Insurance	_____
H. Disclosure of Investment Activities in Iran - MANDATORY	_____
I. Cert. of Non-Involvement in Prohibited Activities in Russia or Belarus - MANDATORY	_____
J. W-9 Form	_____
K. Debarred List Affidavit	_____
L. Acknowledgment of Receipt of Addenda - MANDATORY	_____

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE-LISTED REQUIREMENTS

NAME OF PROPOSER:

Person, Firm or Corporation

Signature: _____

Name: _____

Title: _____

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)

(Please attach additional sheets if more space is needed):

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 #'s

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 **MPWC** 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 **MPWC** to notify the **MPWC** 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 **MPWC** to declare any contract(s) resulting from this certification void and unenforceable.

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

NON-COLLUSION AFFIDAVIT

per N.J.S.A. 52:34-15

State of New Jersey

County of _____

ss:

I, _____ residing in

(name of affiant)

(name of municipality)

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 Proposal for the bid

entitled _____, and that I executed the said proposal

with

(title of bid proposal)

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 proposal and in this affidavit are true and correct, and made with full knowledge that the **Merchantville-Pennsauken Water Commission** relies upon the truth of the statements contained in said Proposal 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

_____.

(name of firm)

Subscribed and sworn

before me this _____ day

of _____ 20 ____.

Signature

Notary Public of _____

My Commission Expires _____, 20____.

Name and Title
(Type or Print)

(Seal)

NEW JERSEY “BUSINESS REGISTRATION CERTIFICATE” FORM

N.J.S.A. 52:32-44, requires that Business Organizations be registered with the New Jersey Department of Treasury, Division Revenue and Enterprise Services.

Please indicate below, for the bidder and all subcontractors, as to their registration with the NJ Department of Treasury, Division of Revenue and Enterprise Services in accordance with N.J.S.A. 52:32-44.

Proof of registration is required for all contractors and named subcontractors. Proof of registration means a copy of the organization’s “Business Registration Certificate”. No other form can be substituted to fulfill this requirement.

Copies of the Business Registration Certificate shall be submitted prior to the time the contract is awarded, or may be attached to this form.

<u>Name</u>	<u>Not Registered</u>	<u>Registration Number</u>
Bidder_____	_____	_____
(Subcontractor)_____	_____	_____
(Subcontractor)_____	_____	_____
(Subcontractor)_____	_____	_____
(Subcontractor)_____	_____	_____

AFFIRMATIVE ACTION COMPLIANCE NOTICE
GOODS, SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

“Bidder are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27. The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

1. Letter of Federal Affirmative Action Plan Approval.
2. Certificate of Employee Information Report.
3. Employee Information Form AA-302

The undersigned 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. and agrees to furnish the required forms of evidence, see examples.

The undersigned further understands that his/her bid may be rejected as non-responsive if the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 are not complied with.

Signature:

Name and Title

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

Notary Public of _____

My Commission Expires _____ , 20 ____.

(Seal)

Sample Letter of Federally Approved Affirmative Action Plan

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract Compliance Programs
Newark Area Office
124 Evergreen Place, Fourth Floor
East Orange, NJ 07108



<Date>

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on <date>.

We found no apparent deficiencies or violations of Executive Order 11266, as amended, Section 503 of the Rehabilitation Act of 1973 or 38 USC 2012 (the Vietnam Era Veterans Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director

Sample Certificate of Employee Information Report

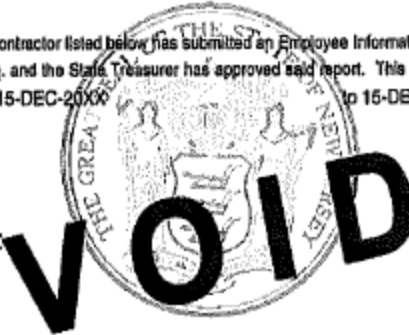
Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625



State Treasurer

Sample Employee Information Report Form AA-302

FORM AA-302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTRY FORM AND RESUME FOR RECRUITMENT SCREENING MAY BE DEEMED AN ACT OF DISHONESTY OR FRAUDULENCE. DO NOT SUBMIT LOG-1 RESPONSE FOR SARCASM, HUMOR, OR Insultations or completing the form, go to: <http://www.usmc.mil/entryform>

SECTION A - COMPANY IDENTIFICATION

1. PID NO. OR SOCIAL SECURITY		2. TYPE OF BUSINESS <input type="checkbox"/> 1 MFG. <input type="checkbox"/> 2 SERVICE <input type="checkbox"/> 3 WHOLESALE <input type="checkbox"/> 4 RETAIL <input type="checkbox"/> 5 OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
4. COMPANY NAME					
5. SUBJECT		CITY		COUNTY	
		STATE		ZIP CODE	
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)				ZIP CODE	
7. CHECK ONE IN THE COMPANY <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER					
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NO.					
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT					
10. PUBLIC AGENCY AWARDING CONTRACT					
		CITY		COUNTY	
		STATE		ZIP CODE	
Official Use Only		DATE RECEIVED		ASSIGNED CONTRACT NUMBER	

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority or non-minority categories, in columns 1, 2, & 3. (DO NOT STRIKE OUT THIS INFORMATION.)

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (COLS 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE					
				BLACK	HISPANIC	INDIAN	ASIAN	NON-MIN	BLACK	HISPANIC	INDIAN	ASIAN	NON-MIN	
Official Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total Employment From previous Report (If any)														
Temporary & Part-Time Employees														
The data below shall NOT be included in the figures for the appropriate categories above														

12. IF/AS WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION 11 OBTAINED:

☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify):

13. DATES OF PAYROLL PERIOD(S)

From: _____ To: _____

14. IN THIS THE FIRST Employee Information Report Submitted?

1 YES | 2 NO |

15. IF NO, DATE LAST REPORT SUBMITTED

MO. ____ DAY ____ YEAR ____

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)		SIGNATURE		TITLE		DATE MO DAY YEAR	
17. ADDRESS NO. & STREET		CITY	COUNTY	STATE	ZIP CODE	PHONE AREA CODE NO. EXTENSION	

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph. It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN – “ATTACHMENT C”

PART 1: CERTIFICATION VENDORS/CONTRACTORS/FIRMS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>

Vendors/Contractors/Firms **must** review this list prior to completing the below certification.

Failure to complete the certification and return it with the required contract paperwork will render a contract proposal non- responsive and the contract will be rejected. If the Director finds a person or entity to be in violation of law, she/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

☐ **I am unable to certify as above because the vendor/contractor/firm and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.

You must provide a detailed, accurate and precise description of the activities of the contracting person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: _____ Relationship to Bidder: _____
Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____
Bidder/Offeror Contact Name: _____ Contact Phone: _____

Sign Certification – next page

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN – “ATTACHMENT C”

VENDOR/CONTRACTOR/FIRM: _____

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

Full Name (Print): _____

Signature: _____

Title: _____

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") 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).

NJ Rev. 1.22.2024

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE NEW JERSEY

SS

COUNTY OF _____

I, _____ of the City/Town/Township/Borough, etc. _____
in the County of _____ and the State of _____ full age, being duly
sworn according to law on my oath depose and say that:

I am _____ an officer of the firm of

_____ the bidder making the bid for the above named work, and that
I executed said bid with full authority to do so; that said bidder at the time of making of this bid is
not included on the State of New Jersey, State Treasurer's List of Debarred, Suspended and
Disqualified Bidders; and that all statements contained in said bid and in this affidavit are true and
correct, and made with the full knowledge that the _____, as the Owner relies upon the truth of
the statements contained in said bid and in the statements contained in this affidavit in awarding the
contract for said work.

The undersigned further warrants that should the name of the firm making this bid appear on the
State Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and
during the life of this Contract, including Guarantee Period, that the Local Unit shall be
immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as Contractor is subject to debarment,
suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor,
pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according to
applicable law and regulation.

(Insert Name, Telephone No., Fax No. and Address of Contractor)

(Insert Name and Title of Affiant)

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

Notary Public of _____
My Commission Expires _____, 20 ____.
(Seal)

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Merchantville-Pennsauken Water Commission
(Name of Contracting Unit)

Print Name

RFP

Pursuant to N.J.S.A. 40A:11-23(c) and (d) the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications, bid documents, or RFP's. By indicating date of receipt, the bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject to rejection of the bid.

Local Unit Reference Number Or Title of Addendum/Revision		How Received (mail, fax, pick-up, etc.)	Date Received	Bidder's Initials
Notice, Revision or Addenda No.	Title or Description			

Acknowledged by bidder:

Name of Bidder: _____

By Authorized Representative

Signature: _____

Printed Name: _____

Title: _____

Date: _____