

WILLINGBORO TOWNSHIP

REQUEST FOR QUALIFICATIONS FOR MUNICIPAL MARKETING SERVICES

Willingboro

Township

Contract Term

January 1, 2022, through December 31, 2022

SUBMISSION DEADLINE

11:00 A.M.

February 9, 2022

ADDRESS ALL QUALIFICATIONS TO:

WILLINGBORO TOWNSHIP CLERK
OFFICE
1 REV. DR. MARTIN LUTHER KING JR. DRIVE
WILLINGBORO, NJ 08046

ATTN: BRENDA BLIGEN

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

WILLINGBORO TOWNSHIP
1 REV. DR. MARTIN LUTHER KING
JR. DRIVE
WILLINGBORO, NJ 08046

CONTACT PERSON

GEORGE M. BROWN, JR.
PURCHASING AGENT
609-+877-2200 ext.1061

PURPOSE OF REQUEST

Willingboro Township is requesting legal proposals from qualified individuals and firms to provide (“contractor(s)” or “proposer(s)”) to provide project management and coordination services of a specialized nature to Willingboro Township. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

The Township, acting through its Office of the Chief Financial Officer (“CFO”), invites the submission of Qualifications to establish a firm of record with expertise and demonstrated experience in the development and implementation of a marketing and advertising municipal strategy and to help promote the municipality and its offerings to residents and non-residents. The firm will assist the Township in generating a marketing plan and strategy, the procurement of marketing and communications support services, the creation of selected marketing materials, support services for public outreach activities, and other related marketing functions and work products, to enhance the integrity of the Township’s image. Services and deliverables may include the development and the marketing of the Township’s brand.

It is important to note that the Township is a distinct legal entity from contiguous or “sister” agencies, including Willingboro Public Schools, the Willingboro Municipal Utilities Authority, and The County of Burlington. This RFQ relates solely to the Township and its assets and services and does not encompass the Township’s sister agencies.

This RFQ is being issued by the Township Council as part of an organized and integrated effort to bring economic value to Willingboro taxpayers and residents through an enhanced marketing development plan. It is expected that the marketing program and its efforts will present a value proposition to citizens in terms of more consistent and effective municipal messaging, advertising, and brand visibility.

Firms with demonstrated experience in brand marketing and advertising, online and digital marketing, etc., with an interest in making their services available to the Township, are invited to respond to this RFQ.

For purposes of this RFQ, “Broker” or “Consultant” means the Respondent selected for the pool and awarded a contract to perform Services as a result of the RFQ process. “**Chief Financial Officer**” means the chief financial officer of the Township. **Chief Procurement Officer** (“CPO”) means the Qualified Purchasing Agent for the Township. “**Respondents**” means the companies or individuals that submit

Qualifications in response to this RFQ. The documents submitted will be referred to as “**Qualifications.**”

This RFQ is divided into six (6) distinct asset categories as indicated in the Asset Category Descriptions described below. **Respondents may submit responses for any one asset category or combination of asset categories.** The Township, at its own discretion, may elect to Pre-Qualify a Respondent for any asset category or combination of asset categories for which the Respondent has submitted its Qualifications.

The Township reserves the right to award one or more agreements per category of an asset to qualified firms for that asset category as a result of this RFQ. The Township may (but is not obligated to) issue RFPs for specific proposals to entities in the relevant Asset Category pool for a specific asset.

Additionally, the Township reserves the right to issue a subsequent RFQ solicitation to the public for any initiative that would be covered by an asset category hereunder; if no brokers are deemed qualified for the award following evaluation of the first RFQ’s proposals, and to award a contract to a vendor or vendors from among the formal proposals received. Awarding of competitive contracts shall be based on an evaluation and ranking criteria, all developed in a way that is intended to meet the specific needs of the Township. No criteria shall unfairly or illegally discriminate or exclude otherwise capable vendors. Negotiations of final costs and terms are not authorized.

The work contemplated is professional in nature. It is understood that the Consultant acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of New Jersey and licensed for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the Township. It is also understood that all reports, information, or data prepared or assembled by the Consultant under a contract awarded pursuant to this RFQ are confidential in nature and Contractor will not make such reports, information, or data available to any individual or organization, except to the Township, without the prior written approval for the Township.

The Consultant must comply with Willingboro guidelines (see Exhibit B) on types of allowable advertising and marketing.

The Consultant shall be financially solvent and each of its members if a joint venture, its employees, agents, or Subcontractors of any tier shall be competent to perform the services required under this RFQ document. The firm selected will be expected to provide an Economic Disclosure Statement as described herein and be current on all taxes, fees, fines, and other compensation payable to the Township.

PERIOD OF CONTRACT

January 1, 2022 – December 31, 2022

CONTRACT FORM

The successful proposer shall be required to execute the Willingboro Township form contract, which includes the indemnification, insurance, termination, and licensing provisions

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Willingboro Township arising out of, or by reason of, the work done, and materials furnished under any Contract awarded.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT AND COORDINATION SERVICES.

1. WILLINGBORO TOWNSHIP FACTS AND FIGURES - Willingboro Township is a township in Burlington County, New Jersey, United States, and a suburb of Philadelphia. The Township has British roots going back to the 17th century. Abraham Levitt and Sons purchased and developed Willingboro land in the 1950s and 1960s as a planned community in their Levittown model. Willingboro is divided into several sections, each section's street names beginning with the same letter as the corresponding section name.

The Township's population is estimated at over 31,887 consisting of an approximate area of 8 square miles. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans, and other communities.

The Township of Willingboro is governed within the Faulkner Act, formally known as the Optional Municipal Charter Law, under the Council-Manager form of government (Plan E), enacted by direct petition and implemented as of January 1, 1962. The Township Council is comprised of five members, who are elected in partisan elections to serve four-year terms in office on a staggered basis, with two or three seats coming up for election as part of the November general election during odd-numbered years. At a reorganization held during the first week of January after each election, the council selects a Mayor and Deputy Mayor from among its members.

2. NATURE/ SCOPE OF SERVICES - The Township has launched a Municipal Marketing Initiative to enhance the Township's local, regional, national, and international status and visibility. To advance this Initiative, the Township seeks a qualified firm to deliver municipal marketing, branding, and advertising production, communication support consulting services, and implementation oversight to market and promote Township assets.

The purpose of this initiative is to differentiate Willingboro from other suburban communities in the areaby developing a brand that may be used to market the Township to prospective businesses, developers, residents, and visitors. The agency must create an image for Willingboro that can be easily and effectively utilized across multiple communicative mediums such as advertisements, signs, social media marketing materials, digital and conventional collateral, and coordination with Willingboro's newly established website.

The branding and marketing strategy developed should equip Willingboro with vital tools to help accomplish the economic development goals of establishing a thriving business community.

The Consultant must have relevant successful experience in brand development, brand marketing, and brand management and the development of innovative programs that reflect the Township's goal of enhanced visibility/viability in promoting the brand image of the Township.

Description of Services

The objective of this RFQ is to procure marketing and communications support services, the creation of selected marketing materials, support services for public outreach activities, and other related marketing functions and work products. Services to be performed include:

- A.** Provide strategic marketing support for special projects including special projects related to municipal promotions and Township events. This may include developing and providing a variety of promotional, public township, and advertising plans, communication, and informational materials consistent with specifications provided by the Township.
- B.** Provide advice and recommendations to Township Manager or Township officials for the development and implementation of designated marketing projects. Assist Township entities and departments as assigned to provide approved marketing services (agencies include Township Council, Office of the Mayor, Department of Public Works, Department of Parks and Recreation, Willingboro Senior Services, and the Department of Public Safety, etc.).
- C.** Provide advice and recommendations for Township-wide marketing strategies, and improving Township-wide brand awareness.
- D.** Provide advice and recommendations for Township managers or officials to successfully design, develop and implement marketing projects and sponsorship projects by creating vehicles to share ideas, knowledge, and success stories.
- E.** Provide media training and consulting as requested.

The successful proposer will provide management for the requested services (if requested). The successful proposer will be experienced and knowledgeable in communications and marketing disciplines. The proposer will establish a team leader who will manage services provided under the resulting contract. The Township will not accept any substitutions of the team leader or other key personnel except for substitutions required for reasons outside the control of the successful proposer and upon written approval by the Township. The successful proposer will be available on an on-call basis for any emergency situations.

Eventual use or marketing of any assets identified by Pre-Qualified Brokers are subject to the approval of the Township, including a committee of various Township officials that will determine whether marketing and branding services proposed by Brokers are appropriate and in the public interest. Some assets may be preempted from use due to existing contractual relationships, limitations due to tax-exempt bond or grant funding restrictions for private use and some may be removed from consideration for some other reason. Any such preemption may be disclosed at any time during the contract by the Township.

A preference will be given to a firm that is a certified Small Business Entity (SBE), a Minority-owned, Woman-owned, or Veteran-owned business within the State of New Jersey.

3. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL - Consultant should submit a technical proposal.

- A.** The name of the Consultant, the principal place of business, and, if different, the place

where the services will be provided.

B. Consultant must have a minimum of five (5) years of experience in project management, and a minimum of five (5) years of association with governmental entities.

C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

D. Please provide a description of any area(s) of expertise you or your firm may possess that have not been included in the response provided above.

E. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

F. An Affirmative Action Statement (copy of form attached).

G. A completed Non-Collusion Affidavit (copy of form attached).

H. A statement that the proposer will comply with the General Terms and Conditions required by the Township and enter into the Township's standard Professional Services Contract.

I. Provide a copy of the proposer's Business Registration Certificate.

4. SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL -

The Consultant must meet the following minimum qualifications. Please include an explanation for each of the following in your proposal:

A. Consultant must have proven experience with branding campaigns, including the development and execution of market research, idea gathering, logo creation, and the development of marketing strategies to carry out the municipal branding and visual communication process.

B. What is the Consultant's development approach for formulating a new brand (research-driven methodology which allows for meaningful results measurement?) as well as the creative approach (marriage of research and informational insights about the audience into creative messaging and relationship-building that taps into an audience's own ideas, needs, expectations, etc. to motivate them to action that supports the Township's core objectives)?

C. Does the firm have experience working with municipal/government entities?

D. Give at least one example of a marketing/branding campaign the firm has executed which encompasses the requirements of this project, including visual examples of logos created, etc. What were the results of this campaign?

E. Who from the firm will be working on our account (by specific staff person name, job title, and relevant work experience) Who will be our day-to-day contact, and what are his/her qualifications for managing this type of project?

5. COST PROPOSAL - Submit with RFQ

6. **PROPOSAL EVALUATION** - Willingboro Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Willingboro Township will make the award(s) that is (are) in their best interest

- A. Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Willingboro Township reserves the right to:
- B. Not select any of the proposals.
- C. Select only portions of a particular proposer's proposal for further consideration (However, proposers may specify portions of the proposal that they consider bundled.)

Award a contract for the requested services at any time within the calendar year after a review of the Qualifications and approval of the same by the Willingboro Township Council. Every proposal should be valid through this period.

Willingboro Township shall not be obligated to explain the results of the evaluation process to any proposer.

7. **PROPOSAL LIMITATIONS** - This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on Willingboro Township by the issuance of this RFQ. Willingboro Township reserves the right at Willingboro Township's sole discretion to refuse any and all proposals submitted.

8. **USE OF INFORMATION** - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information, and the like (Information) furnished or disclosed by Willingboro Township to the proposer in connection with this RFQ shall remain the property of Willingboro Township. When in tangible form, all copies of such information shall be returned to Willingboro Township upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by Willingboro Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

9. **GENERAL TERMS AND CONDITIONS**

- A. Willingboro Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of Willingboro Township to do so.
- B. In case of failure by the successful proposer, Willingboro Township may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional, and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2022, unless otherwise stated.

F. Proposals may be hand-delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, Willingboro Township assumes no responsibility for proposals received after the **designated date and time** and will return late proposals unopened. Proposals **will not** be accepted by facsimile or e-mail.

G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with the implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status, or 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, sex, or handicap. 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 a section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark, or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Willingboro Township harmless in any case of any such infringement.

I. No proposer shall influence, or attempt to influence, or cause to be influenced, any Municipal officer, elected official, or employee to use his/her official capacity in the township in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

J. No proposer shall cause or influence, or attempt to cause or influence, any Zoning Board officer or employee to use his/her official capacity in the township to secure unwarranted privileges or advantages for the proposer or any other person.

K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Solicitor's decision shall be final and conclusive.

L. Willingboro Township shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.

M. The checklist, affidavits, notices, and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted

as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

(To be completed by Township evaluation committee)

EVALUATION FACTORS

- A.** Relevance and Extent of Qualifications, Experience, Reputation, and Training of Personnel to be assigned
- B.** Knowledge of the subject matter to be addressed under this engagement
- C.** Relevance and Extent of Similar Engagements performed
- D.** Technical Proposal contains all required information
- E.** Cost

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

**Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.**

INITIAL BELOW

- A. An original and six (6) signed copies of your complete proposal. _____
- B. Non-Collusion Affidavit properly notarized. _____
- C. Authorized signatures on all forms. _____
- D. Business Registration Certificate(s). _____
- E. Affirmative Action Statement. _____
- F. Americans with Disabilities Act of 1990 Language Informational
- G. Proof of Insurance _____
- H. Disclosure of Investment Activities in Iran _____
- I. W-9 Form _____
- J. Debarred List Affidavit _____

Note: N.J.S.A 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE-LISTED REQUIREMENTS.**

NAME OF PROPOSER:

Person, Firm, or Corporation

Signature: _____

BY: (NAME) _____ (TITLE) _____

EXHIBIT A

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE Goods, Professional Services and General Service Contracts (Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, 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 for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, 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 make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, 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.

Exhibit A (Continued)

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, 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 subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Exhibit B

Guidelines Regulating Advertising on Willingboro Township Facilities

Willingboro Township (“Township”) intends that its advertising facilities (“Facilities”) constitute nonpublic forums that are subject to the viewpoint-neutral restrictions set forth below. Certain forms of paid and unpaid advertising will not be permitted for placement or display on Township Facilities. The Guidelines are subject to change at the discretion of the Township.

The Facilities shall not be used for the display of any advertisement that falls within, one or more of the following categories, as determined by the Township in its discretion:

- (i) Demeaning or disparaging. The advertisement contains material that demeans or disparages an individual or group of individuals. For purposes of determining whether an advertisement contains such material, the Township will determine whether a reasonably prudent person, using prevailing community standards, would believe that the advertisement contains material that ridicules or mocks, is abusive or hostile to, or debases the dignity or stature of, an individual or group of individuals.
- (ii) Tobacco. The advertisement promotes the sale or use of tobacco or tobacco-related products, including depicting such products.
- (iii) Profanity. The advertisement contains profane language.
- (iv) Firearms. The advertisement either (a) contains an image of a firearm in the foreground of the main visual, or (b) contains image(s) of firearm(s) that occupy 15% or more of the overall advertisement.
- (v) Violence. The advertisement contains an image or description of graphic violence, including, but not limited to (1) the depiction of human or animal bodies or body parts, or fetuses, in states of mutilation, dismemberment, decomposition, or disfigurement, or (2) the depiction of weapons or other implements or devices used in the advertisement in an act or acts of violence or harm on a person or animal.
- (vi) Unlawful goods or services. The advertisement, or any material contained in it, promotes or encourages, or appears to promote or encourage, the use or possession of unlawful or illegal goods or services.
- (vii) Unlawful conduct. The advertisement, or any material contained in it, promotes or encourages, or appears to promote or encourage, unlawful behavior or activities.
- (viii) Obscene Material. The advertisement contains obscene material or images of nudity. For purposes of these Guidelines, the terms “obscene material” shall have the meanings contained in N.J.S.A. 2C:34-2(a), and the term “nudity” shall have the meaning as defined in Section 3-25 “Public Nudity” of the Revised General Ordinance of the Willingboro Township.

Exhibit B (Continued)

- (ix) Prurient sexual suggestiveness. The advertisement contains material that describes, depicts, or represents sexual activities or aspects of the human anatomy in a way that the average adult, applying contemporary community standards, would find appeals to the prurient interest of a child or children or adults in sex. For purposes of these Guidelines, the term “child/children” shall have the meaning contained in N.J.S.A. 9:2-13(b), and for the purpose of this policy the term “minor or minors” shall have the same meaning as “child/children”.
- (x) Political campaign speech. The advertisement contains political campaign speech. For purposes of these Guidelines, the term “political campaign speech” is speech that (1) refers to a specific ballot question, initiative petition, or referendum, or (2) refers to any candidate for public office.
- (xi) Endorsement. The advertisement, or any material contained in it, implies or declares an endorsement by the Township of any service, product or point of view, without prior written authorization of the Township.
- (xii) False, misleading, or deceptive commercial speech. The advertisement proposes a commercial transaction and the advertisement, or any material contained in it, is false, misleading, or deceptive.
- (xiii) Libelous speech, copyright infringement, etc. The advertisement, or any material contained in it, is libelous or an infringement of copyright, or is otherwise unlawful or illegal or likely to subject the Township to litigation.
- (xiv) “Adult”-oriented goods or services. The advertisement promotes or encourages, or appears to promote or encourage, a transaction related to, or uses brand names, trademarks, slogans or other materials which are identifiable with, films rated "X" or “NC-17,” video games rated M or AO, adult book stores, adult video stores, Go-Go Bars, Gentlemen’s Clubs, nude dance clubs and other adult entertainment establishments, adult telephone services, adult Internet sites, and escort services.
- (xv) (Advertisement of Alcoholic Beverages. Advertisements related to the sale of alcoholic beverages shall contain a statement, occupying at least 3% of the area of the advertisement, that indicates the legal drinking age in New Jersey and warns of the dangers of alcohol consumption during pregnancy, or in connection with the operation of heavy machinery, or while driving.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION

ss:

I AM

OF THE FIRM OF
UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE WILLINGBORO TOWNSHIP RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDED THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.
(N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS DAY

OF _____ 20 ____.

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

My COMMISSION EXPIRES: _____, 20____.

STOCKHOLDER DISCLOSURE CERTIFICATION

_____ 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 issued and outstanding stock of the undersigned.

_____ Partnership _____ Corporation _____ Sole Proprietorship

PLEASE CHECK APPROPRIATE BOXES ABOVE AND SIGN BELOW

Stockholders:

Name: _____

Home Address: _____

Name: _____

Home Address: _____

THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.

(Signature)

(Name & Title)

Subscribed and sworn before me this _____ Day of _____, 200

(Notary Public)

My commission expires:

"Corporate bidders not incorporated in the state of New Jersey may submit with their proposal or shall submit prior to award. A certificate from the office of the Secretary of State of New Jersey certifying that the said corporation is authorized to transact business in the State of New Jersey."

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	Home Address (for Individuals) or Business Address

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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	Home Address (for Individuals) or Business 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 *<name of contracting unit>* 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 *<type of contracting unit>* to notify the *<type of contracting unit>* 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 *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

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



Americans with Disabilities Act of 1990

The CONTRACTOR and the OWNER 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 thereunto, are made a part of this contract. In providing any act 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 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 must 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 proceedings 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.

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.

Business Name (Print):

Representative's Name (Print):

Representative's Title:

Representative's Signature:

Phone: Date:

WILLINGBORO



TOWNSHIP
NEW JERSEY

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF NEW JERSEY:

§

COUNTY OF _____:

I, _____ of the business known as _____ 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 the owner and/or officer of the Bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said Bidder at the time of making 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 Proposal and in this affidavit are true and correct, and made with the full knowledge that the Township of Willingboro relies on the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said work.

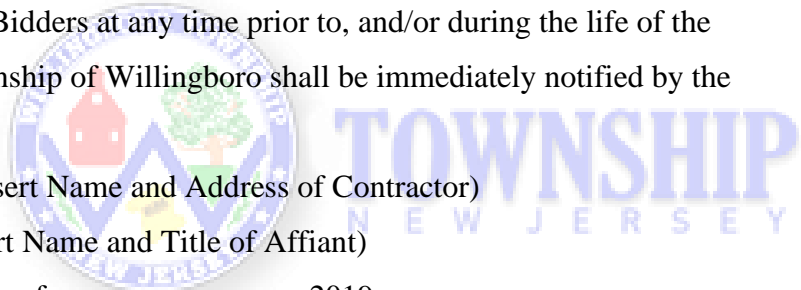
The undersigned further warrants that should the name of the maker of this Bid appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Bidders at any time prior to, and/or during the life of the Contract, including Guarantee period, the Township of Willingboro shall be immediately notified by the signatory of this Affidavit.

_____ (Insert Name and Address of Contractor)

_____ (Insert Name and Title of Affiant)

Subscribed and sworn before me this _____ day of _____, 2019.

_____ (Notary Public) My commission expires:



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 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 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, that the person or entity listed for which I am authorized to bid/renew:

Bidder/Offeror:

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 Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name:

Relationship to Bidder/Offeror:

Description of Activities:

Duration of Engagement:

Anticipated Cessation Date:

Bidder/Offeror 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 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 of Willingboro, New Jersey and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Title: Date:





State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR

33 WEST STATE STREET
P. O. BOX 039

TRENTON, NEW JERSEY 08625-0039

<https://www.njstart.gov>

Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

MAURICE A. GRIFFIN
Acting Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1. AK Makina Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat PLC
7. Bank Sepah
8. Bank Tejarat
9. China International United Petroleum & Chemicals Co., Ltd. (Unipec)
10. China National Offshore Oil Corporation (CNOOC)
11. China National Petroleum Corporation (CNPC)
12. China National United Oil Corporation (ChinaOil)
13. China Oilfield Services Limited
14. China Petroleum & Chemical Corporation (Sinopec)
15. China Precision Machinery Import-Export Corp. (CPMIEC)
16. Indian Oil Corporation
17. Kingdream PLC
18. Nafiran Intertrade Company (NICO)
19. National Iranian Tanker Company (NITC)
20. Oil and Natural Gas Corporation (ONGC)
21. Oil India Limited
22. Persia International Bank
23. Petroleos de Venezuela (PDVSA Petróleo, SA)
24. PetroChina Company, Ltd.
25. Sameh Atzar Tajak Co. (SATCO)
26. Shandong Fin Cnc Machine Company, Ltd.
27. Sinohydro Co., Ltd.
28. SK Energy Co. Ltd.
29. SKS Ventures
30. Som Petrol AS
31. Zhuhai Zhenrong Company

List Date: January 10, 2022

TOWNSHIP OF WILLINGBORO

INSURANCE CERTIFICATES

Name of Bidder: _____

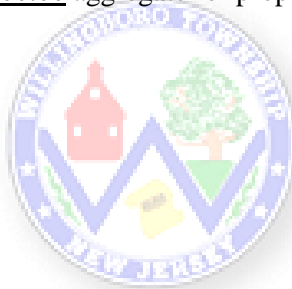
Address: _____

The Bidder is required to submit actual Certificate(s) of Insurance establishing Insurance coverage of the type and amount required in accordance with the procedure set forth by the Contract Documents. (Documents to be submitted prior to the resolution of award)

2. GENERAL LIABILITY INSURANCE

General liability insurance shall be provided with limits of not less than **\$1,000,000.00** any one person and **\$1,000,000.00** any one accident for bodily injury and **\$1,000,000.00** aggregate for property damage, and shall be maintained in full force during the life of the contract.

WILLINGBORO



TOWNSHIP
NEW JERSEY

Form **W-9**
 (Rev. October 2014)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requestor* for guidelines on whose number to enter.

Social security number																
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.