

# WILLINGBORO TOWNSHIP

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**RFP # 3-2023R**

**REQUEST FOR PROPOSAL FOR  
VENDING MACHINES SERVICES FOR TWO (2) YEARS WITH THE OPTION TO  
EXERCISE TWO (2) 1 YEAR EXTENSIONS**

**SUBMISSION DEADLINE**

September 19, 2023 at (10:00) A.M

**ADDRESS ALL PROPOSALS TO:**

**PURCHASING DEPARTMENT**

1 Rev. Dr. Martin Luther King Jr. Drive  
Willingboro, NJ 08046

**Attn:**

**Mr. George Brown**

**Qualified Purchasing Agent**

**RFP # 3-2023R**

**PUBLIC NOTICE**

Notice is hereby given that on September 19, 2023 at (10:00) A.M (Prevailing time), sealed proposals will be opened and read in The Willingboro Township Municipal Building (Clerk's Office), 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, at which time and place the sealed proposals will be opened publicly and read for the following. RFP # 3-2023R RFP Name: Vending Machines Services For Township Facilities Proposals shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of bid opening.

NOTE: It is the contractor's responsibility to ensure that the proposal package is delivered by the proposal opening date and time. Any proposal document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Proposals: All proposals must be submitted on the proposal forms approved and provided for by the RFP specifications in order to be considered. Contractors are to provide one (1) clearly sealed envelope containing 3 copies of the bid proposal; (1) clearly marked ORIGINAL, one (1) clearly marked COPY and one electronic copy on USB drive. Please have each item on checklist color tabbed and numbered in your bid packet for a more time efficient packet review.

If indicated, proposals must be accompanied by a certified check, cashier's check, or bid bond in the amount of ten per centum (10%) of the total amount of the bid, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro. (NJSA 40A:11-4.3(a))

Proposal documents may be obtained only from the Township website [RFP/RFO/Proposals| Willingboro Township, NJ \(willingboronj.gov\)](https://www.willingboronj.gov/RFP/RFO/Proposals) and the Clerk's Office: Ms. Brenda Bligen., Acting Township Clerk, [bbligen@willingboronj.gov](mailto:bbligen@willingboronj.gov), 609-877-2200 ext: 1028

The Township of Willingboro does not release the project estimates or contractors' lists.

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

Schedule: Release Specifications: (August 18, 2023) Pre-Bid Meeting: (N/A)

Deadline for All Questions: Tuesday (September 1, 2023 5 P.M)

Addenda if Issued: (September 8, 2023)

Bid Opening: September 19, 2023, at (10:00) A.M

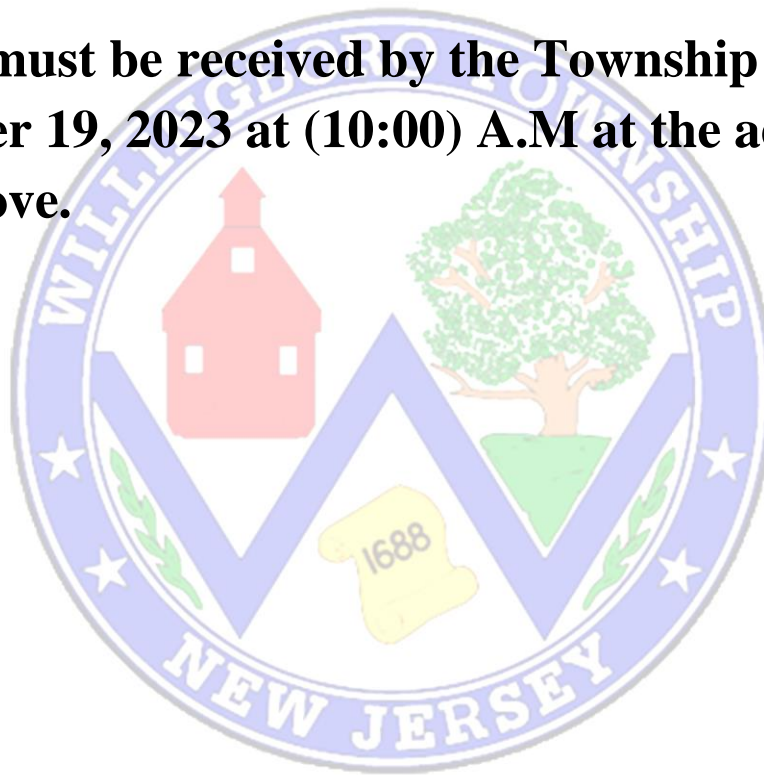
General Inquiries To: Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email: [gmbrown@willingboronj.gov](mailto:gmbrown@willingboronj.gov)

This RFP has been advertised in accordance with the "Fair and Open Basis" and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

Proposals must contain the following minimum requirements and same must be included at the time of submission:

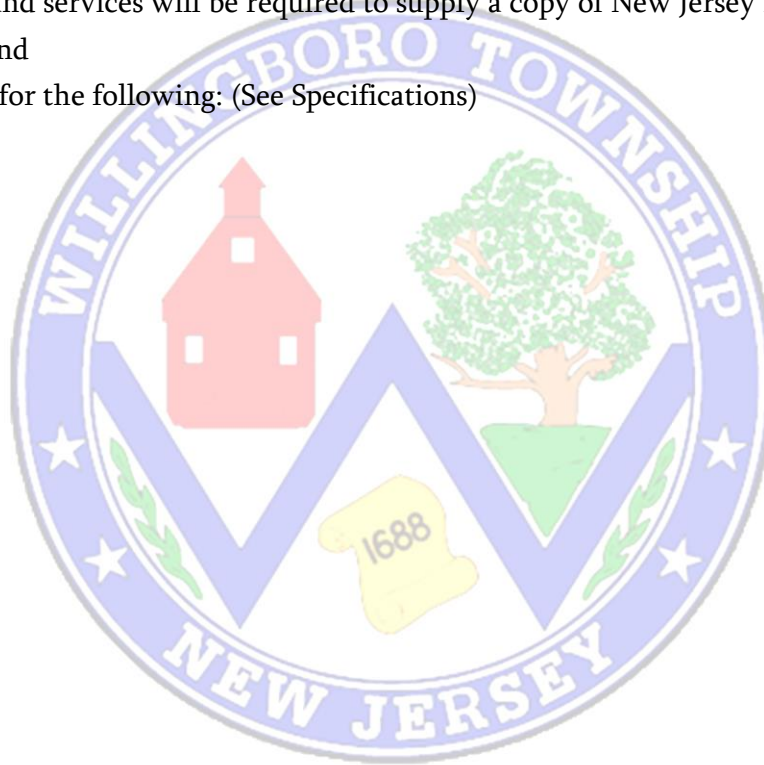
1. List of names and roles of individuals proposed to perform the task(s) along with a description of experiences with projects similar in nature. In the case of retail suppliers, the sales representative and management person must be identified.
2. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address.
3. Cost details including hourly rates of each individual proposed to perform the service(s) or a total cost (“not to exceed”), plus any other charges. In the case of retail purchases, the Proposal must contain the amount of discount by percentage(s).

**All proposals must be received by the Township Clerk no later than September 19, 2023 at (10:00) A.M at the address referenced above.**



**ALL PROPOSALS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION and/or DOCUMENTATION**

1. Retail providers must identify the name and address of sales representative(s) and manager(s); and
2. Proposal must contain a specific amount of discount (%), over retail value. Discount(s) are to be stated in percentages (i.e. retail minus % discount); and
3. Contracts will be awarded on the basis of ability to provide products in a timely manner, qualifications, experience, and the cost of goods and services. The cost of goods and services will be a consideration, however, the ability to provide products and qualification to perform and/or supply the required goods and services will carry substantial weight in the decision making process; and
4. Service/product providers will be required to supply, at the time of contract execution, Affirmative Action information/documentation; and
5. All providers of goods and services will be required to supply a copy of New Jersey Business Registration Certificate; and
6. Provide quotes/pricing for the following: (See Specifications)



Vendor to provide the following:

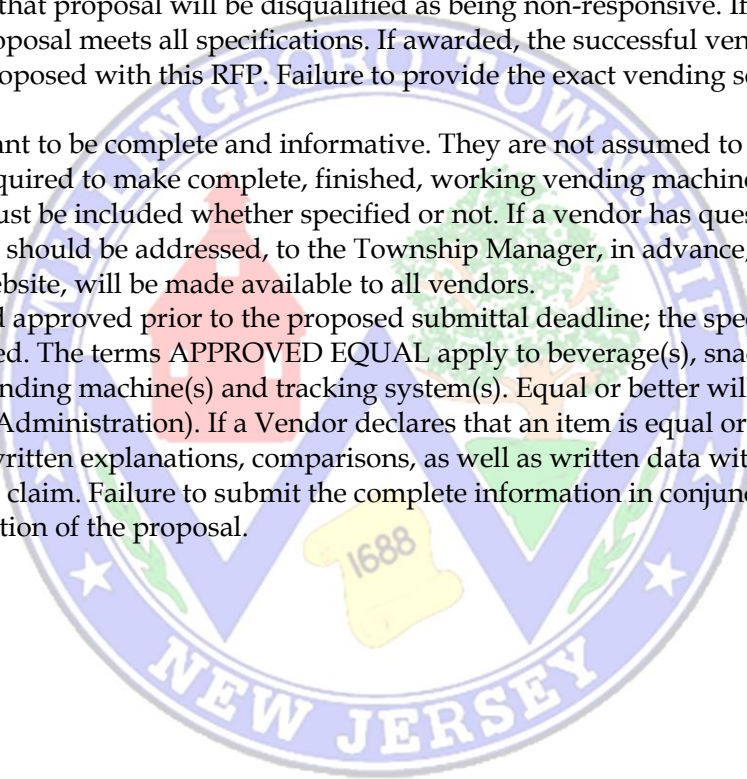
## SPECIFICATIONS

### Vending Services

The specifications herein describe the minimum acceptable features and performance requirements for vending services at the Township. Vendors must thoroughly read and understand these specifications prior to proposal submission. All proposals must be submitted on (The Township Of Willingboro) form provided. Vendors shall complete the specification column with a check or circle mark to indicate if the item being proposed by the Vendor is exactly as specified. If an item is left blank, The Township Of Willingboro will assume the Vendor cannot meet the specifications and may cause rejection of the proposal. By checking or circling any of the "NO" spaces, the Vendor states that the item being proposed does not conform to that specification. All variations and/or exceptions must be documented, referencing applicable paragraph(s), and explained in detail on a separate page titled "Exceptions". If The Township Of Willingboro determines by any means that exceptions exist which were not identified on such list, then that proposal will be disqualified as being non-responsive. If no exceptions are taken, it will be assumed that the proposal meets all specifications. If awarded, the successful vendor must only deliver the vending services that are proposed with this RFP. Failure to provide the exact vending services specified will disqualify said vendor.

These specifications are meant to be complete and informative. They are not assumed to be exhaustive. All items, services and information required to make complete, finished, working vending machines and systems for vending services in the Township must be included whether specified or not. If a vendor has questions about the specifications, the questions should be addressed, to the Township Manager, in advance, of the proposal submittal. Responses, posted to the website, will be made available to all vendors.

Unless noted, explained and approved prior to the proposed submittal deadline; the specified items are to be provided exactly as described. The terms APPROVED EQUAL apply to beverage(s), snack(s), performance, documentation, training, vending machine(s) and tracking system(s). Equal or better will be judged by the end user (Township of Willingboro- Administration). If a Vendor declares that an item is equal or better; they are required to provide - demonstrations, written explanations, comparisons, as well as written data with quantified, verifiable conclusions to support their claim. Failure to submit the complete information in conjunction with the proposal submittal will result in rejection of the proposal.





**BID SPECIFICATIONS FOR VENDING SERVICES OR EQUAL:**

**Vending Services**

**CONFIDENTIAL INFORMATION**

Each vendor must supply, with their proposal in a separate sealed envelope, 1. The total cost of each can, bottle and snack or equal product to be provided in the vending machine(s) 2. The product type of can, bottle, or snack or equal product to be provided in the vending machine(s). 3. The size of the can, bottle, and snack by ounce for beverage and by package size for snack, in the vending machine(s). 4. Certified documentation from the manufacturer, confirming the price and product size per can, bottle, and snack. All documentation will be held in strict confidence and considered Confidential Material prior to the award.

**SUMMARY OF WORK**

The Township of Willingboro is soliciting proposals from qualified vendors to provide vending machine services to the Municipal Building and other Township locations. The required services and performance requirements are described in the specifications below. Responses must conform to the requirements of this RFP. The Township reserves the right to waive any irregularity in any proposal or to reject any proposal, which does not comply with this RFP. The selection of the proposal will be made solely by the Township on criteria determined by the Township.

The successful vendor will be required to enter into an agreement, which will include the requirements of this RFP as well as other requirements. The initial agreement will be for the length of two (2) years with the option to extend for no more than one (1) two-year extension or two (2) one (1) year extensions. This contract shall be for a period of (2 years after the date of execution).

The Township expects, but does not guarantee, that the decision on selection of a vendor will be stated in the Proposal Schedule. The Township assumes no obligation for any costs incurred by any vendor in preparing the response to this RFP, attending an interview, or any other activity prior to the award of the contract to the selected vendor.

The intent of these specifications is to outline the requirements of providing qualified vending services for the Township of Willingboro.

**SCOPE OF WORK**

The Township is seeking vending machine services for various locations on Township-owned property. The Township currently has vending machines at the locations listed below. In addition to these current locations, the Township may elect to place vending machines in additional locations through this RFP process or at a later time. The successful vendor shall furnish, install, maintain and secure high quality vending machines. This RFP requests the submission of the lowest weighted average cost for vending products using the attached proposal page for the employees of the Township of Willingboro for the list of specific products for vending machines to be installed, supplied, and serviced for the following locations:

**Location(s)**

1. Township of Willingboro– Municipal Building  
1 Rev. Dr. Martin Luther King Jr. Drive  
Willingboro Township, NJ 08046

2. Township of Willingboro– Municipal Building  
Police Department  
1 Rev. Dr. Martin Luther King Jr. Drive  
Willingboro Township, NJ 08046

3. Kennedy Center  
429 John F. Kennedy Way  
Willingboro Township, NJ 08046

4. Public Works  
25 Industrial Drive  
Willingboro Township, NJ 08046

5. Willingboro Public Library  
220 Willingboro Parkway  
Willingboro Township, NJ 08046

**Type of Vending Machine(s)**

One (1) Cold Can  
One (1) Cold Bottle  
One (1) Snack

One (1) Cold Bottle  
One (1) Snack

Two (2) Cold Bottle  
One (1) Snack

Two (2) Cold Bottle  
One (1) Snack

Two (2) Cold Bottle  
One (1) Snack

Prices should be listed to include zero percent (0%) commission to be paid to the Township. It is the intension of the Township to subsidize the cost of vending machine products by foregoing any commission from the successful vendor.

The Vendor should be capable of providing at each vending machine the following:

- A variety of food vending including healthy snacks along with the more traditional items. Some examples of healthy items are dried fruit, granola, fruit and protein bars, and an assortment of nuts. The more traditional items would include a selection of chips, pretzels, and cookies.
- A variety of beverage vending including healthy selections such as fruit juices, premium waters, soft and sports drinks.
- Items placed in all vending machines should be fresh with at least sixty (60) days remaining to its posted expiration date. Items should not be damaged or smashed.
- The price of each item should be clearly marked.

**INSTRUCTIONS**

**Vendors are to fill out this form completely, noting any and all discrepancies. If a clause is met exactly, so state. If an OR EQUAL and/or EXCEPTION are being proposed, mark an EXCEPTION for that item and state specifically on the EXCEPTION SHEET what is being offered. Manufacturers’ brochures WILL NOT SUFFICE.**

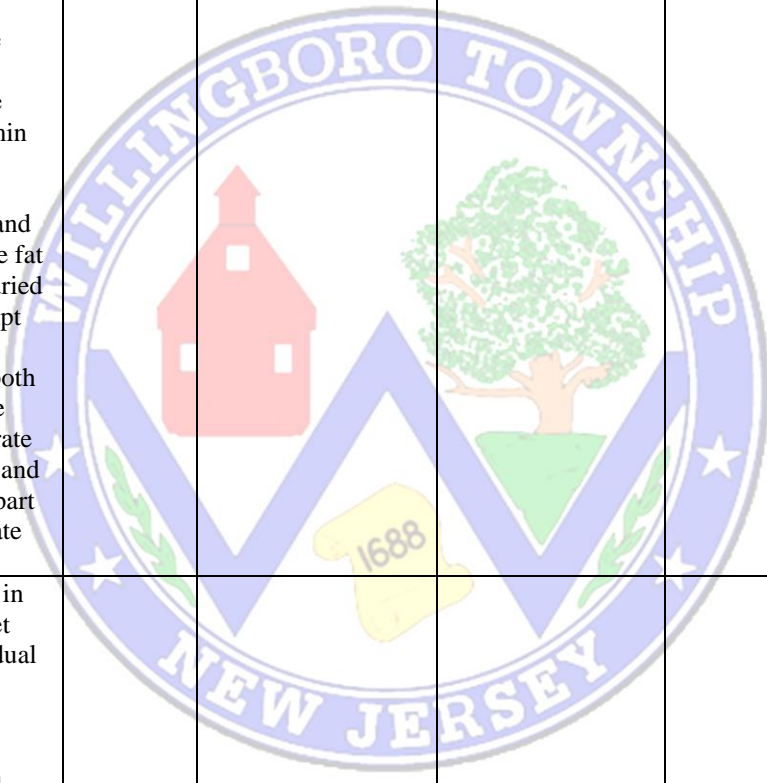
**VENDOR SHALL COMPLETE BY CHECKING THE FOLLOWING. IF NOT COMPLIANT, STATE SPECIFICALLY ITEM BEING OFFERED.**

	YES	NO	OFFERED
<b>GENERAL</b>			
Refrigerated beverage machines (both can and bottle): These machines shall have a minimum of six (6) selections, selected by demand. Machine capacity shall be no more than four hundred (400), with twelve (12) and twenty (20) ounce units.			
Glass Front Snack Container: Units for the Municipal Building and Public Works facility should have at least six (6) shelves in capacity, vending no less than forty (40) selections. Capacity shall be no less than two hundred and forty (240) items. Unit for Ambulance Service will be at the discretion of the vendor.			
All machines must be identified on the outside in such a way as to provide simple communication when reporting problems from any Township location. Identification shall include the name of the vendor and a number for service, product and change problems.			
The vendor must include a catalogue cut of each machine that lists all specifications and contains a photograph of the machine.			
The successful vendor shall install machines that are in good working order and maintain those machines in good working order at all times during the term of the contract.			
The vendor must provide refrigerated beverage vending machines (both cold can and cold bottle) that earn the ENERGY STAR rating and meet ENERGY STAR specifications for energy efficiency. The vendors are encouraged to visit <a href="http://www.energystar.gov">www.energystar.gov</a> for complete product specifications and an updated list of qualifying products.			

Vending machines must fit in the space provided by the Township.			
Vending machines must place priority placement of the healthier beverages and snacks at eye level to the customer.			
Vending machines both beverage and snack, should provide advertising that promotes the healthier products sold in the vending machines.			

**PRODUCTS**



<p>Between 25-100% of snacks/food in vending machine shall meet the following criteria per individual serving:</p> <ul style="list-style-type: none"> <li>• 10% or less of the Daily Value (DV) of total fat</li> <li>• 10% or less of the Daily Value (DV) of total carbohydrate</li> <li>• 5% or more of the Daily Value (DV) of at least one: fiber, vitamin A, vitamin C, calcium, or iron</li> <li>• 360 mg or less of sodium</li> </ul> <p>Note: Products containing nuts and seeds will be exempt from above fat guideline. Products containing dried or dehydrated fruit will be exempt from the above carbohydrate guideline. Products containing both dried fruit and nuts/seeds will be exempt from both the carbohydrate and fat guidelines. Snack mixes and other foods of which nuts are a part must meet the above carbohydrate guideline.</p>				
<p>Between 25-100% of beverages in each vending machine shall meet the following criteria per individual serving:</p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Pure water is preferred. Non-carbonated flavored and vitamin enhanced water without artificial sweeteners are permitted.</li> <li>• 100% fruit/vegetable juice with no added sweeteners</li> <li>• Diet soda</li> </ul>				
<p>The Township shall have the exclusive right to select the various flavors or kinds of other merchandise to be vended. It is the intent of the Township to ensure the majority of the items vended in these machines are healthy food and drink products that are nationally advertised name brands of the first quality. The Township reserves the right to request the successful vendor to remove items that do not meet these criteria in the opinion of</p>				





the Township. The Township reserves the right to request the successful vendor to furnish additional products during the term of this contract as customer demands change and new products become available. All such requests shall be in writing.				
By mutual agreement of the Township and the successful vendor, a machine not generating enough volume may be removed, and if appropriate, replaced by another type of machine.				
It is the desire of the Township to offer vending items to its employees at the most reasonable cost possible. Vendors, by responding to the RFP, agree to establish process for the entire length of the contract.				
<b>REFERENCES</b>				
Vendor must supply (3) municipal references, in which similar vending services are provided. The references shall include name of reference, address, phone number, and number of years served.				

<b>ADDITIONAL MACHINES AND REPLACEMENT MACHINES:</b>		
	<b>COMPLY</b>	
	<b>Yes</b>	<b>No</b>
The Township reserves the right to require the successful vendor to add, delete, or change machines in any of the locations listed above or in any other Township building or facility during the contract period.		
Waste and Sanitation:		
	<b>COMPLY</b>	
	<b>yes</b>	<b>no</b>
The successful vendor shall dispose of internal machine waste on a regular basis as necessary and maintain machines to meet standard of health and sanitation imposed by Federal, State, County, and Township regulatory agencies. All empty receptacles related to servicing and/or filling of machines must be removed by the vendor at every Township facility where a vending machine is present. No trash related to the filling or servicing of these machines shall be left in any Township building, facility, or property.		
<b>EMPLOYEES OF THE VENDOR:</b>		
:	<b>COMPLY</b>	
	<b>yes</b>	<b>no</b>
All service employees of the successful vendor shall be either uniformed or readily identifiable. The contractor, or his agent, will report to the Township designated agent at		

each location, before servicing the equipment. The Township shall provide the successful vendor with the name and telephone numbers of the designated agent in each location.		
<b>SERVICE</b>	<b>COMPLY</b>	
	<b>yes</b>	<b>no</b>
The successful vendor will furnish services with twenty four (24) hours of notification of a problem. Service shall be available Monday through Friday between the hours of 8:30AM and 4:30PM. Machines shall be serviced and stocked on a regular basis to ensure machines do not become empty of vending items. Weekly schedules must be developed and submitted to the Township indicating how often the specific days the different locations indicated in this specifications will be serviced.		
<b>TIME FOR INSTALLATION:</b>	<b>COMPLY</b>	
	<b>yes</b>	<b>no</b>
All vending machines listed herein shall be installed and operational by (Date: TBA). The exact date for supplying and servicing of equipment shall be established by mutual agreement between the successful vendor and the Township. The successful vendor must contact the Township prior to the installation of machines in each location. The Township will designate an employee at each location who will supervise all vending activities in each location.		

<b>MATERIALS AND WORKMANSHIP:</b>		
	<b>COMPLY</b>	
	<b>no</b>	<b>yes</b>
All equipment furnished and the parts thereof shall be of the manufacturer's latest listed and published stock models which meet all the applicable requirements of the specification.		
All design, workmanship and materials shall in every respect be in accordance with the best current practice in the industry, and all materials used shall be of the highest quality.		
The vendor must develop a procedure for returning coins "lost" in the vending machine to Township employees. This procedure must be approved by the Township.		

**EVALUATION OF RFPS**

All proposals shall be evaluated and equipment inspections, if necessary, conducted by the Township for the determination of award of contract in the best interest of the Township and this determination shall be final. Proposal evaluations shall include but not limited to the average per ounce cost of can drinks, bottle drinks, and snack item's package size. The proposal page shall be filled out in full to provide costs of the vending products listed.

**CANCELLATION**

The Township may at any time during the contract period terminate the contract with respect to installation, supply and service of vending machines by giving thirty (30) days' notice in writing to the other party of its intentions to do so for noncompliance with the terms and conditions of this agreement.

**PROJECT CONTACT – SITE INSPECTIONS AND QUESTIONS**

Township of Willingboro  
 1 Rev. Dr. Martin Luther King Jr. Drive  
 Willingboro Township, NJ 08046  
 Attention: Gary Lawery, Deputy Township Manager  
 Phone: 609-877-2200 | Ext. 1068  
 Direct: 609-694-5070  
 Email: [glawery@willingboronj.gov](mailto:glawery@willingboronj.gov)

It is recommended that all prospective vendors visit the location where equipment will be delivered and installed and fully acquaint themselves with the conditions relating thereto so that they may fully understand the facilities, difficulties and restrictions attending the execution of work under contract. Failure to visit the locations and acquaint themselves with the conditions there existing shall in no way relieve any vendor from any obligation with respect to their bid or compliance with this specification.

**WORK SEQUENCE**

Within ten (10) days from the date of the Notice to Proceed, the Vendor shall submit a schedule to the Project Contact for approval and shall indicate the order in which the work is to be performed. The sequence and interdependence of all major activities must be shown.

The schedule shall be drawn to a calendar time scale. The commencement and completion dates for each activity shall be shown, as well as the duration in calendar days, for each activity. The schedule shall show all activities as it relates to the vending machines being put into operation. Vending machines and products shall be in place by (TBA).

**PROPOSAL PAGE**

Any and all deviations to specifications listed and explained? YES  NO

<b>Full Name of Vendor</b>	
<b>Address of Vendor</b>	
<b>City, State, Zip Code</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Signature of Vendor →</b>	
<b>Printed Name of Vendor</b>	
<b>Date of Proposal</b>	

Can Vending Machine Product	Size	Cost	Comment
Cola(s)	12 oz.		
Diet Cola(s)	12 oz.		
Diet Iced Tea	12 oz.		
Iced Tea	12 oz.		
Juice(s)	12 oz.		
Lemonade	12 oz.		

Bottle Vending Machine Product	Size	Cost	Comment
Cola(s)	12 oz.		
Diet Cola(s)	20 oz.		
Diet Iced Tea	20 oz.		
Flavored Water	20 oz.		
Fruit Drink(s)	20 oz.		
Green Tea	20 oz.		
Iced Tea	20 oz.		
Juice(s)	20 oz.		
Lemonade	20 oz.		
Water	20 oz.		

<b>Snack Vending Machine Product Name Package</b>	<b>Size</b>	<b>Cost</b>	<b>Comment</b>
Oven Baked - Crunchy Cheese-flavored, Puffed Cornmeal snacks	1 oz.		
Oven Baked Chips	1 oz.		
Oven Baked Chips - Barbecue	1 oz.		
Pretzels - Honey Wheat Braided Twists	1 oz.		
Multigrain chips	1 oz.		
Snack Bar - General	1.2 oz.		
Cereal Snack Bar- Oats & Chocolate	40 g		
Cereal Snack Bar- Oats & Peanut Butter	40 g		
Snack Bar - Trail Mix - Fruit & Nuts	35 g		
Snack Bar - Peanut Butter Crunchy Granola	42 g		
Cereal - Snack Bar	40 g		
Baked Vegetable Chips	28 g		
Trail Mix	1.5 oz.		
Peanuts	1 oz.		
Antioxidants Snack Bar- Chocolate Chip	36 g		
Antioxidants Snack Bar- Chocolatey Peanut Butter	36 g		
Soft Breakfast Snack Bars - Apple Cinnamon	37 g		
Soft Breakfast Snack Bars - Blueberry	37 g		
Soft Breakfast Snack Bars - Cherry	37 g		
Soft Breakfast Snack Bars - Mixed Berry	37 g		
Cereal Bar- Chocolatey Pretzel	22 g		
Cereal Bar- Red Berries	23 g		
Cookie Snacks - Chocolate	28 g		
Cookie Snacks - Cinnamon	28 g		
Cookie Snacks - Honey	28 g		
Chocolate Roasted Almonds	37 g		
Popped Corn Chips - Caramel	32 g		
Popped Corn Chips - Kettle	32 g		
Chocolate Roasted Peanuts	39 g		
Apple Cinnamon Muffin	57 g		
Banana Muffin	57 g		
Chocolate Chip Muffin	57 g		
Wild Blueberry Muffin	57 g		

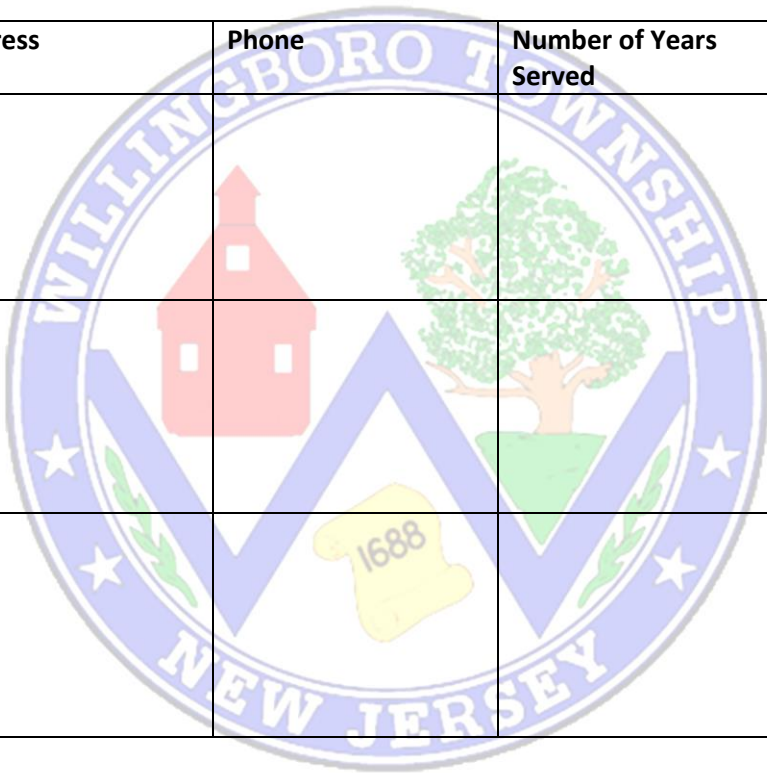


Soft Baked Bars - Banana Bread	42 g		
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Soft Baked Bars - Cinnamon Nut Bread	42 g		
Braided Twists – Multigrain Pretzels	30 g		
Baked Pretzels	30 g		
Unsalted Mini Pretzels	30 g		
Animal Crackers	30 g		
Chocolate Mints	40 g		

**References:**

Name	Address	Phone	Number of Years Served



**PROPOSER'S CHECKLIST**

**THE PROPOSER WILL PROVIDE THE FOLLOWING CHECKLIST WHICH SHALL BE PROPERLY COMPLETED WITH THE PROPOSAL AND SUBMITTED TO THE TOWNSHIP AS PART OF THE PROPOSAL.**

	<b>Initials</b>
<b>REVIEWED ALL RFP DOCUMENTS, LAWS, REGULATIONS AND POLICIES THAT COULD AFFECT COST, PROGRESS, AND/OR PERFORMANCE</b>	
<b>FULLY COMPLETED EACH PROPOSAL SECTION AND ADHERED TO THE PROPOSAL FORMAT PROVIDED WITHIN THIS RFP</b>	
<b>FULLY COMPLETED ALL "PROJECT QUALIFICATION CRITERIA" REQUIRED TO RESPOND TO THIS RFP (LISTED BELOW):</b>	
<i>Certificate of Insurance</i>	
<i>State of New Jersey Business Registration Certificate</i>	
<i>State of New Jersey Department of Treasury Notice of Classifications (if required)</i>	
• <i>Non-Collusion Affidavit</i>	
• <i>Ownership Disclosure Certification</i>	
• <i>Certificate of Equal Opportunity</i>	
• <i>Affirmative Action Questionnaire</i>	
• <i>Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors</i>	
• <i>Proposer Certification of Qualification and Credentials</i>	
• <i>Proposer Signature Form</i>	
• <i>Political Contribution Disclosure Form (if required)</i>	
• <i>Disclosure of Investment Activities in Iran</i>	

**NOTE: FAILURE TO COMPLY WITH THE PRESCRIBED RFP PROCEDURES, INCLUDING COMPLETION AND SUBMITTAL OF ALL THE ABOVE DOCUMENTS IN THE FORM PROVIDED, WILL RESULT IN A REJECTION OF YOUR PROPOSAL.**

By placing my initials in the boxes provided above, I acknowledge that I have read, fully understand and fulfilled all of the requirements and obligations set forth in each of the referenced documents.

PROPOSER (SIGNATURE): \_\_\_\_\_

DATED: \_\_\_\_\_

PROPOSER (PRINT NAME): \_\_\_\_\_

## EXHIBIT 1

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.

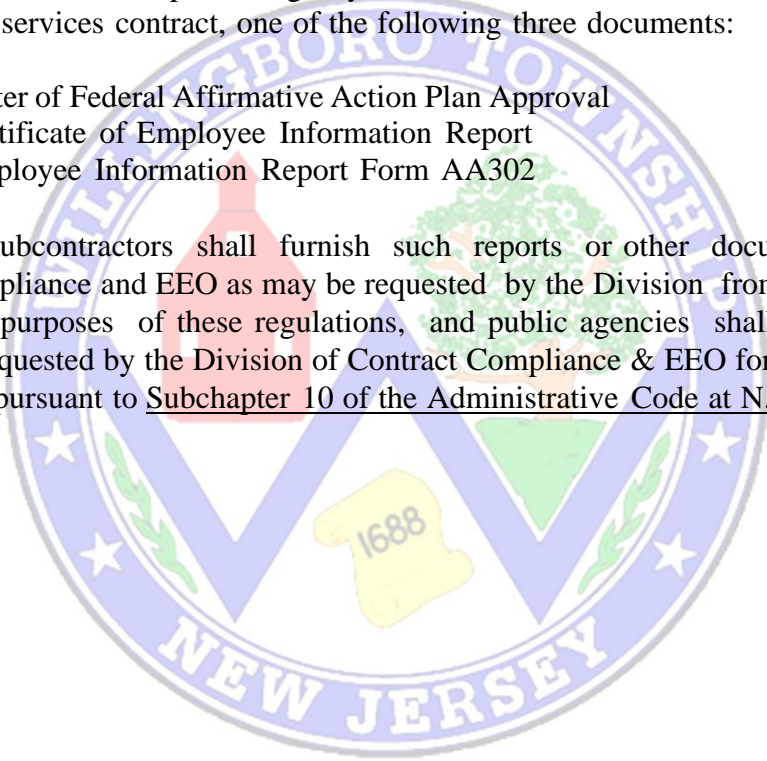
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

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 A:**

**NON-COLLUSION AFFIDAVIT**

**TO: Township of Willingboro**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FACSIMILE: \_\_\_\_\_

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or otherwise colluded in any manner with any other person, or otherwise taken any action that would restrain or impede open and free competition and competitive bidding for this Project; that no attempt has been made to induce any other person or Firm to submit, or not to submit, a proposal; that this proposal has been independently arrived at without Agreement or collusion with any other Proposer, competitor, potential competitor or another person; and that this proposal has not been knowingly disclosed prior to the opening of proposals to any other Proposer, competitor or person not affiliated with Proposer.

We further certify that no requirement or commitment, direct or indirect, was made to any person, or elected official and that no undisclosed benefit of any kind was promised to anyone connected with this Project.

We further certify that no person or selling agent has been employed or retained to solicit or secure the contract that is the subject of this RFP upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.

We certify that the foregoing statements are true and accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Township in this Request for Proposal and declares that the attached proposal and pricing are in conformity therewith.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

FEIN or TAX ID NUMBER: \_\_\_\_\_

ADDENDA ACKNOWLEDGED: \_\_\_\_\_

DATE: \_\_\_\_\_



# OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND  
PROPERTY 33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW  
JERSEY 08625-0230

VENDOR NAME: \_\_\_\_\_

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

Please answer all questions and complete the information requested.

- |                                                                                                                                                                                                                                                                          |                          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                                                                                                                                                                                                                                                          | <b>YES</b>               | <b>NO</b>                |
| 1. The vendor is a <b>Non-Profit Entity</b> ; and therefore, no disclosure is necessary.                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a <b>Sole Proprietor</b> ; and therefore, no other disclosure is necessary.<br>A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.<br>A limited liability company with a single member is not a Sole Proprietor.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a <b>corporation, partnership, or limited liability company</b> with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; and therefore, disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the information requested in the space below:\*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- |                                                                                                                                                                                                                                                                                                                       |                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                       | <b>YES</b>               | <b>NO</b>                |
| 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below:\*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.\*

\* Attach additional sheets if necessary

**EXHIBIT C:**

**CERTIFICATE OF EQUAL OPPORTUNITY**

**INSTRUCTIONS**

This Certification is required pursuant to Executive Order 11246, Part II, 203(B), (30 CFR 12319-25). Each Proposer is required to state in its proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

**PROPOSER'S CERTIFICATE**

Proposer's Name: \_\_\_\_\_

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

1. Proposer has participated in a previous contract or subcontract subject to the equal opportunity clause. Yes \_\_\_\_\_ No \_\_\_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. If the answer to Item 3 is "No", please explain in detail on the reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. I am aware that if any of the foregoing statements is willfully false, I am subject to punishment. (17 U.S.Code, Section 1001.)

(Name and Title of Signer - Please Type)

\_\_\_\_\_

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

(Signature)

\_\_\_\_\_

**EXHIBIT D:**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

The following question shall be answered by all Proposers.

Do you have a Federal Letter of Affirmative Action Plan Approval from the US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

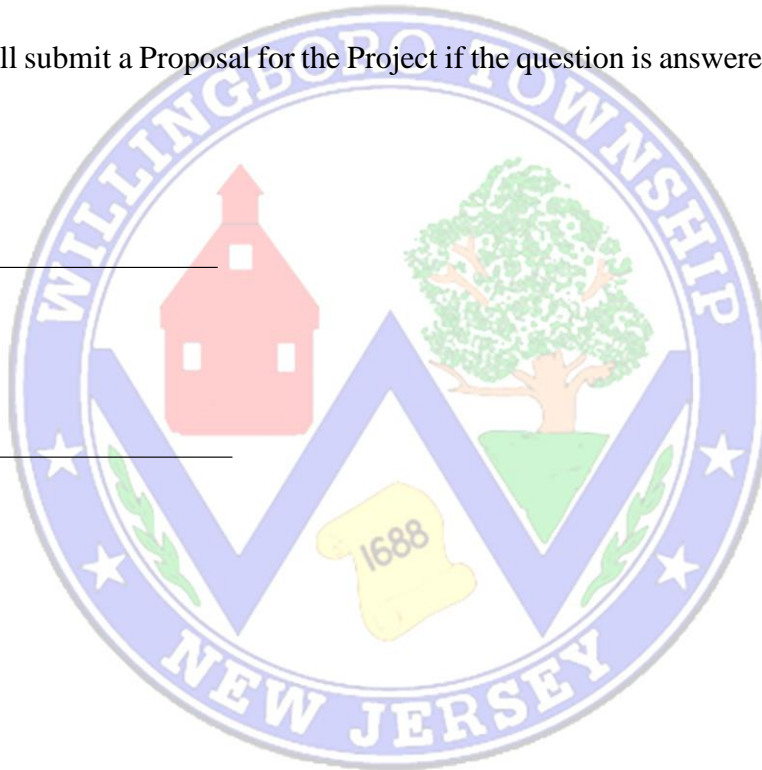
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a true and complete copy of such approval. This letter cannot be more than one year old from the date of issuance.

If no, the Proposer may still submit a Proposal for the Project if the question is answered.

\_\_\_\_\_  
PROPOSER (Signature)

\_\_\_\_\_  
PROPOSER (Print Name)





**EXHIBIT E:**

**AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of full age, being duly sworn according to law, on my oath, deposes and says:

I am \_\_\_\_\_ of the Firm of, \_\_\_\_\_ the Proposer submitting the Proposal for this Project. I affirm that I executed the said proposal on behalf of the Proposer with full authority to do so; that the Proposer is not at the time of the making of this bid included on any List of Debarred, Suspended, or Disqualified Contractors, as maintained by the Treasurer of the State of New Jersey, or any other State or the Federal Government.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

(Signature of Authorized Representative)

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

(Seal) Notary Public of New Jersey/ Specify Other State

My Commission Expires \_\_\_\_\_ 20\_\_ .

**THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED**

**EXHIBIT F:**

**PROPOSER CERTIFICATION OF QUALIFICATIONS AND CREDENTIALS**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of full age, being duly sworn according to law, on my oath, deposes and says:

I am \_\_\_\_\_ of the Firm of, the Proposer submitting the proposal for this Project, and have been duly authorized by Proposer to execute this Certification on Proposer's behalf. I hereby certify that the Proposer possesses the qualifications and credentials to fully and completely perform all proposed contractual obligations and commitments set forth in the Request for Proposal.

Name of Proposer

By: \_\_\_\_\_

\_\_\_\_\_

(Signature of Authorized Representative)

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

\_\_\_\_\_  
(Seal) Notary Public of New Jersey/ Specify Other State

My Commission Expires \_\_\_\_\_ 20 \_\_.

**THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED**

**EXHIBIT G:**

**PROPOSER SIGNATURE FORM**

The undersigned duly authorized representative of Proposer, having examined the documents that are a part of this Request for Proposal, and having full knowledge of the conditions in which the products and services described herein will be performed, hereby represents that Proposer will fulfill all obligations set forth herein in accordance with the stated terms, conditions, specifications and proposal criteria and that Proposer will furnish all required products and services and payments in strict conformity with these documents for the stated process as payment in full.

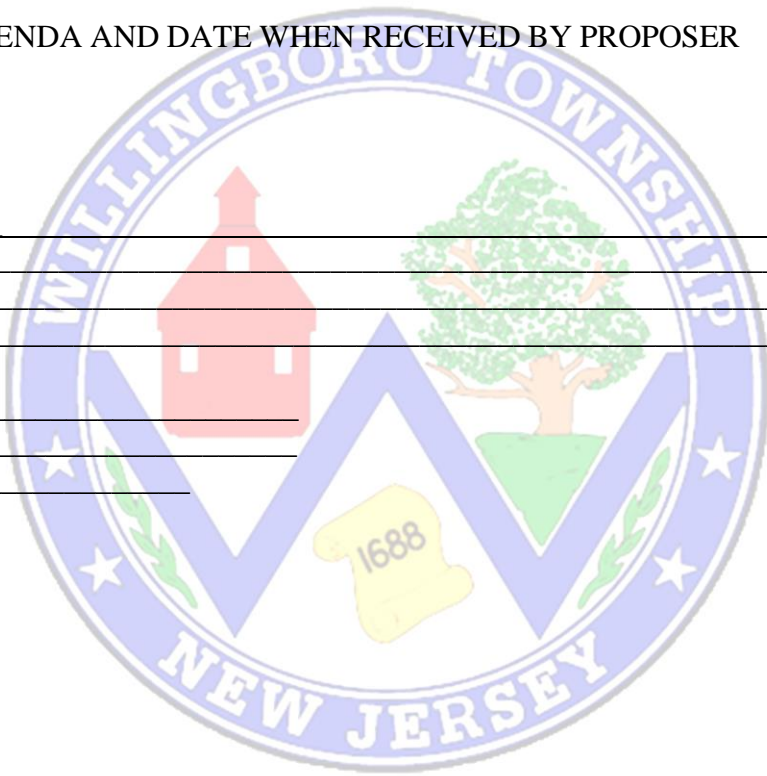
**ADDENDA FORM:**

The undersigned hereby acknowledges receipt of the following applicable addenda:

- 1. LIST OF ADDENDA AND DATE WHEN RECEIVED BY PROPOSER
- 2. OTHER

**SUBMITTING FIRM:**

Company Name \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_



# Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

## Part 1: Certification

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

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

**CONTRACT AWARDS AND RENEWALS**

<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i></p>
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**CONTRACT AMENDMENTS AND EXTENSIONS**

<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i></p>
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**IF UNABLE TO CERTIFY**

<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>
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**Part 2: Additional Information**

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

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.



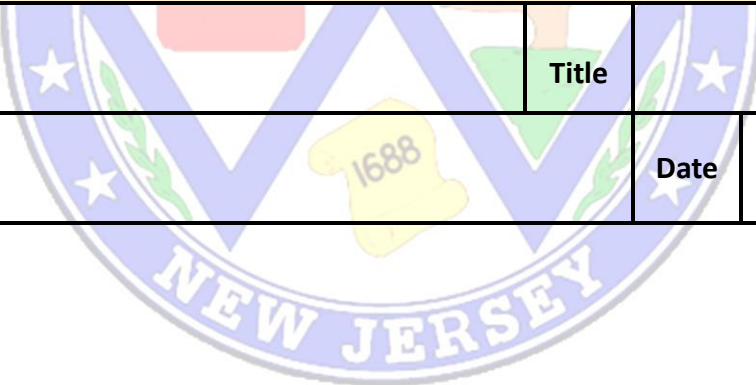
**Part 3: Certification of True and Complete Information**

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the Township of Willingboro is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Willingboro to notify the Township of Willingboro in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Willingboro and that the Township of Willingboro at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	



Thank you for your submission  
To the Township of Willingboro



Purchasing Department