

PUBLIC NOTICE

**INDUSTRIAL COMMISSION OF THE TOWNSHIP OF LAKEWOOD
IN THE
STATE OF NEW JERSEY
PROFESSIONAL SERVICES SOLICITATION
FAIR & OPEN PUBLIC SOLICITATION PROCESS**

LAKEWOOD INDUSTRIAL COMMISSION (LIC) REQUESTS PROPOSALS FOR QUALIFICATION AND / OR PROVISION OF VARIOUS PROFESSIONAL SERVICES DURING THE 2025 CALENDAR YEAR UNDER THE N.J. LOCAL UNIT PAY-TO-PLAY LAW. MOST LIC CONTRACTS ARE AWARDED ON A PER-PROJECT BASIS:

Commission Attorney; Commission Engineer; Commission Professional Planning Services; Commission / Township Public Relations and Marketing Consultant; Commission Professional Appraisal Services; Commission Airport Consultant and Engineer

SUBMISSION DEADLINE / DATE: Thursday, December 12, 2024, by 12:00 p.m.

PLEASE TAKE NOTICE that the Lakewood Industrial Commission hereby solicits proposals for the below listed legal and professional services.

Proposals must be submitted to and received by the Executive Director of the Lakewood Industrial Commission by **Thursday, December 12, 2024, by 12:00 p.m.**

The Lakewood Industrial Commission's 2025 Request for Qualifications (RFQ) **MUST** be answered by submission **by email ONLY**. The completed, original RFP responses **MUST** be saved as a PDF file and emailed to LICRFQ@lakewoodnj.gov.

All proposals must be emailed with the name and address of the party submitting the proposal and labeled "Sealed Original Proposal" and the position sought **in the subject line**. Faxed, mailed, courier and/or delivery service (such as UPS, FedEx, etc.) responses are not acceptable.

Any person having questions, or requesting to obtain further information, should contact the office of the Lakewood Industrial Commission:

- Phone: 732-364-2500, Extension 5265 or (732) 998-0719 (business cell).
- Email: LIC@lakewoodnj.gov;
- Mail: 231 Third Street, Lakewood, New Jersey 08701

The criteria and appropriate proposal documents are available on the Township's website at: <https://www.lakewoodnj.gov/department/industrial-commission>.

Qualification proposals for the below-listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The following criteria are being utilized as the basis for the award of contracts for services:

- Experience and reputation in the field.
- Knowledge of the Township of Lakewood and Lakewood Industrial Commission jurisdictional areas and the subject matter to be addressed under the contract.
- Availability to accommodate meetings of the Lakewood Industrial Commission as needed or, relative to presentations to be made before approving entities of the Township, County and State, any required regular or special meetings of those approving entities.
- Indication of compensation (Fee Schedule) anticipated for services to be provided.
- Such other factors demonstrated to be in the best interest of the Industrial Commission of the Township of Lakewood as contained in the detailed specifications for each position listed below.

In addition, the Lakewood Industrial Commission reserves the right to consider the following other factors when qualifying a vendor prior to awarding any contract for services:

- Past performance;
- Whether the vendor's proposal demonstrates a clear understanding of the scope of work and related objectives;
- Whether the vendor's proposal is complete and responsive to the public notice and specifications;
- Whether the vendor's past performance of the same or similar services has been documented;
- History and experience of the vendor in performing the work, including whether the vendor is able to document a record of reliability;
- Whether the vendor has a record of honesty and moral integrity;
- Availability of the vendor's personnel, facilities and other resources, including proximity to the Lakewood Industrial Commission and Township of Lakewood;
- The qualification and experience of the vendor's staff;
- Whether the vendor provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- The vendor's financial stability and strength.

Applicants shall comply with the requirements of L.1975, c. 127, as amended (N.J.S.A.10:5-31 et seq.) and N.J.A.C. 17:27-1.1 et seq.

The following are specifications for each professional or extraordinary/unspecifiable service that may be contracted by the Lakewood Industrial Commission during the 2025 calendar year. Be advised that most contracts issued by the Lakewood Industrial Commission are issued on an individual project basis as needed.

All respondents must be registered as an active business with the State of New Jersey - in good standing - in order to provide services to the Lakewood Industrial Commission.

By Order of
Steven Reinman
Executive Director
Lakewood Industrial Commission

COMMISSION ATTORNEY

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least ten (10) years of experience representing municipalities, public entities, public officials and employees, in a variety of special litigation, administrative and general legal matters including defense work arising under the New Jersey Tort Claims Act, New Jersey Law Against Discrimination, State and Federal Civil Rights statutes, general municipal legal matters and municipal land use and zoning matters. The qualified attorney will have a demonstrable record of experience handling litigated and administrative matters on behalf of municipal corporations, public entities, public officials and employees, and be available to attend court proceedings, depositions, meetings with municipal officials and/or employees and other such matters necessary to perform the position of special counsel.

COMMISSION/TOWNSHIP PUBLIC RELATIONS/MARKETING CONSULTANT

The Public Relations/Marketing Consultant shall be an individual or firm registered as a business in good standing with the State of NJ with extensive background and experience in the field of Public Relations, Marketing, Promotional and multi-media concepts and design. In addition, the individual or firm must have the ability to manage and produce materials including intranet web services associated with Lakewood Industrial Commission and Lakewood Township projects and be available to meet with the Commissioners, Executive Director, Municipal Manager and Lakewood Township Committee for the purposes of planning and initiating project ideas and concepts.

COMMISSION PROFESSIONAL APPRAISAL SERVICES (Per Project Contracts)

An individual or firm qualified and registered to provide professional appraisal services under provisions of New Jersey Law to assist the Lakewood Industrial Commission in establishing and supporting fair market value of real estate for the purposes of marketing, development, procuring and sale. Please provide a schedule of applicable fees for services being offered if available.

OUTSIDE ENGINEERING SERVICES (Per Project Contracts)

An Engineer shall be a licensed Professional Engineer of the State of New Jersey, to be contracted to provide additional engineering services to the Lakewood Industrial Commission on a per-project/job basis. The engineer shall attend and participate in day/evening meetings as scheduled in order to perform as required for the job specified and provide assistance to the Lakewood Industrial Commission as contracted on its various projects, problem resolution, etc. as requested; review and respond with recommendations and project cost estimates.

COMMISSION PROFESSIONAL PLANNING SERVICES (Per Project Contracts)

The Commission Planner shall be a licensed planner in the State of New Jersey with its principal business address in the State. The individual or firm must have diverse portfolio of accomplished projects including but not limited to development concept designs, architecture, real estate, Municipal Land Use and landscape architecture. Commission Planner shall be available to the Commissioners and the Executive Director to answer general and technical questions related to Commission project(s).

COMMISSION AIRPORT CONSULTANT AND ENGINEER (Per Project Contracts)

The airport consultant/engineer shall perform services by contract for individual projects for and at Lakewood Airport:

- A. Prepare plans and/or supervise planning studies for improvements, redevelopment and expansion of the airport, public parking facilities of the airport, airport roadway systems, ground transportation systems, surveillance systems, and will check on plans submitted by architects and contractors, oversee construction, and participate in matters of real estate and zoning issues involving the airport.
- B. Prepare plans as well as lay out the airport plus landing fields and direct construction work involved in leveling fields, laying out surfacing runways, and providing drainage.
- C. Prepare budgetary estimates and bid specifications for airport projects and participate in the bidding process, review of bid responses and recommendations on award of bids relating to airport projects.
- D. Design runways based on weight plus size of aircraft and prepare material construction specifications.
- E. Direct or participate in surveying to lay out installations, establish reference points, grades and elevations to guide construction.
- F. Estimate costs to provide basis for payments to contractors.
- G. Observe progress of construction to make sure work is in conformity with specifications; Advise contractor regarding necessary corrections.
- H. May serve as agent or employee of contractor as well as study plans and specifications to recommend special equipment or procedures to reduce time and cost of construction.
- I. Attends pre-construction meetings with and on behalf of Lakewood Airport as requested.
- J. May schedule delivery of materials, analyze costs, and provide technical advice in solution of construction problems.
- K. Responsibilities may also include coordination of engineering and/or grant management activities with Federal, State and local agencies (budgeting and preparation for and of Grant applications, draw-downs and required reporting to appropriate agencies as required by regulation).

LAKWOOD INDUSTRIAL COMMISSION
2025 REQUEST FOR QUALIFICATIONS AND PROPOSALS
PROPOSAL SHEET

Service Category: _____

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

Title: _____

Telephone No.: _____ Facsimile No.: _____

Attach a schedule of hourly rates for all positions including attorney(s), engineer(s), auditor(s), paralegal(s) and secretary(s) hours applicable for each position. The schedule must also include any costs for all particular kinds of work, such as secretarial, photocopying, telephone, facsimile, messenger and any other necessary expenses.

Schedule Attached: Yes ___ No ___ (Check One)

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N.J. BUSINESS REGISTRATION CERTIFICATE

Attached: Yes ___ No ___ (Check One)

**TOWNSHIP OF LAKEWOOD/ LAKEWOOD INDUSTRIAL COMMISSION
DISCLOSURE OF OWNERSHIP FORM**

NJSA 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*)
- Partnership
- Limited Partnership
- Limited Liability Company (*LLC*)
- Limited Liability Partnership (*LLP*)

Part II

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

OR

- No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or not individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be. **(SKIP TO PART IV.)**

Please attach additional sheets if more space is needed:

**TOWNSHIP OF LAKEWOOD/LAKEWOOD INDUSTRIAL COMMISSION
DISCLOSURE OF OWNERSHIP FORM (*Continuation*)**

Name of Individual or Business Entity	Home Address (<i>for Individuals</i>) or Business Address

Park 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 ten percent (10%) 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 Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (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 (<i>or Foreign Equivalent</i>) Filing	Page #’s

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) 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 non-corporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to NJSA, 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

**TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
 AFFIDAVIT FOR AFFIRMATIVE ACTION**

STATE OF _____ :
 : SS
 COUNTY OF _____ :

_____ being duly sworn, deposes and says that he/she

resides at: _____ and that he/she is the

_____ of _____
 (Title) (Partnership/Corporation)

who signed the above Proposal or Bid, that during the course of this contract, he will agree to the Plan for Affirmative Action as outlined in any and all contract documents.

 (Signature of Affiant)

Subscribed and sworn to before me this _____
 day of _____, 202_____.

 (Notary Public)

LAKESWOOD INDUSTRIAL COMMISSION
SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:

2. Documented past performance of same or similar service:

3. References and record of success of same or similar service:

4. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

5. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:

6. Description of technical process and equipment used in performing task(s):

7. History of Vendor's background and history, including office location and the proximity to the Township of Lakewood / Lakewood Industrial Commission, the number of years in business, the scope of services currently provided to municipal clients, and financial stability and strength.

8. Knowledge of the Lakewood Industrial Commission and the subject matter to be addressed under the contract.

Note: Attach additional sheets as necessary

Firm: _____

Authorized Representative
(Print): _____

Signature: _____

Telephone No.: _____

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter.)

Date: _____

Steven Reinman, Executive Director
Lakewood Industrial Commission
231 Third Street
Lakewood, NJ 08701

Dear Sir:

The undersigned has reviewed its Proposal submitted in response to the Request for Qualifications (RFQ) issued by the Lakewood Industrial Commission ("LIC"), dated November 24, 2024, in connection with the LIC's need for _____ (service to be provided) Services.

We affirm that the contents of our Proposal (which Proposal is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Proposal is submitted in good faith upon the express understanding that any false statement may result in the disqualification of _____ (Name of Respondent) .

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter.)

Date: _____

Steven Reinman, Executive Director
Lakewood Industrial Commission
231 Third Street
Lakewood, NJ 08701

Dear Sir:

The undersigned, as Respondent, has (have) submitted the attached Proposal in response to a Request for Qualifications (RFQ), issued by the Lakewood Industrial Commission ("LIC"), dated November 24, 2024 in connection with the LIC's need for _____ Services.

(Name of Respondent) HEREBY STATES:

1. The Proposal contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Township.
5. (Name of Respondent) declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

- 5. (Name of Respondent) acknowledges and agrees that the Township / Lakewood Industrial Commission may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Township shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

- 6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of Services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____

**TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM**

Certificate(s) of Insurance for Professional Liability Insurance, satisfactory to the Township of Lakewood, shall be filed upon award of contract by the Industrial Commission.

The minimum amounts of insurance to be carried by the Professional Service Entity shall be as follows:

1. Professional Liability Insurance

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgment of Insurance Requirement:

Signature

Date

(Print Name and Title)

TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
Mandatory Equal Employment Opportunity Notice
N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et seq.
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Lakewood Industrial Commission, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (A) A photocopy of a valid letter that the vendor is operating under an existing federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- (B) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
- (C) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Township of Lakewood to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Lakewood Industrial Commission during normal business hours and distributed in accordance with the requirements on the Employee Information Report.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Company: _____

Signature: _____ Print Name: _____

Title: _____ Date: _____

**TOWNSHIP OF LAKEWOOD/ LAKEWOOD INDUSTRIAL COMMISSION
Acknowledgment of Receipt of Corrections, Additions or Deletions Form**

Pursuant to N.J.S.A. 40A: 11-23.1a, the undersigned hereby acknowledges receipt of the following notices, revisions, or addenda to the qualification proposal advertisement, specifications or qualification documents. By indicating date of receipt, applicant acknowledges the submitted qualification proposal takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of notice to applicants shall take precedence and that failure to include provisions of changes in a qualification proposal may be subject for rejection of the proposal.

<u>Addendum Number</u>	<u>How Received (mail, fax, pick-up, etc.)</u>	<u>Date Received</u>
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Company/Applicant: _____

By Authorized Representative: _____

Signature: _____

Printed Name and Title: _____

Date: _____

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 the 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 worker's 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 county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5-2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but no limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national 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 (if applicable)
- 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)

**TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
AMERICANS WITH DISABILITIES ACT, ENVIRONMENTAL COMPLIANCE
AND CONFLICT OF INTEREST CERTIFICATION**

The Contractor and the Industrial Commission of the Township of Lakewood ("LIC") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. § 12101 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the LIC 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 LIC in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the LIC, 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 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.

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

It is expressly agreed and understood that any approval by the LIC of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the Township of Lakewood and Lakewood Industrial Commission pursuant to this paragraph.

It is further agreed and understood that the LIC 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 provision 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 LIC from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

The Township of Lakewood / Lakewood Industrial Commission does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The LIC shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

The Township of Lakewood / Lakewood Industrial Commission considers it to be a substantial conflict of interest for any company desiring to do business with the Township of Lakewood / Lakewood Industrial Commission to be owned, operated or managed by any Township of Lakewood employee, nor shall any Township of Lakewood personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the Township of Lakewood.

I hereby certify compliance with the foregoing.

Partnership
Individual

The undersigned is a Corporation under the law of the State of _____, having principal offices at _____.

Name of Partnership, Corporation or Individual

Signed by: _____

Print Name and Official Title

Address: _____

Telephone: _____

E-mail address: _____

Federal ID. No.: _____

TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
Professional Service Entity Information Form

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual as a **TRADE NAME**, give such trade name:

Trading As: _____ Telephone No.: _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corp.: _____

Signature: _____ By: _____

Title: _____ Address: _____

**TOWNSHIP OF LAKEWOOD / LAKEWOOD INDUSTRIAL COMMISSION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification may render a bidder’s bid proposal non-responsive.** If the Township of Lakewood / Lakewood Industrial Commission determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township of Lakewood / Lakewood Industrial Commission may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the 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.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.

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 the Township of Lakewood/Lakewood Industrial Commission 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 Lakewood Industrial Commission to notify the LIC 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 Industrial Commission of the Township of Lakewood and that the LIC at its option may declare any contract(s) resulting from this certification void and unenforceable.

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.

Bidder: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____