

**BOROUGH OF EATONTOWN  
MONMOUTH COUNTY, NEW JERSEY**

**REQUEST FOR PROPOSALS  
FOR VARIOUS PROFESSIONAL SERVICES - 2026**



MAYOR ANTHONY TALERICO, JR.

**BOROUGH COUNCIL**

VIRGINIA M. EAST, COUNCIL PRESIDENT

DANIELLE M. JONES

MEIR ARAMAN

CARL LAWSON

CANDACE M. FAUST

MARIA GRAZIA ESCALANTE

**SEALED BID DUE: TUESDAY, JANUARY 20, 2026, AT 10:00 A.M.**

Please complete and return to:

**Borough of Eatontown  
Attn: Trina Lindsey, Purchasing Agent  
47 Broad Street  
Eatontown, New Jersey 07724**

**BOROUGH OF EATONTOWN, MONMOUTH COUNTY, NEW JERSEY**  
**NOTICE OF REQUEST FOR PROPOSALS FOR VARIOUS 2026 PROFESSIONAL SERVICES**

Notice is hereby given that in accordance with N.J.S.A. 19:44-20.5 et seq. through a fair and open process that the Borough of Eatontown is requesting sealed proposals for the following:

- # B1 Appraiser for Tax Appeals
- # B16 Public Defender, Alternate
- #B17 Affordable Housing Administrative Agent
- #B18 Housing Rehabilitation Program Administrator
- #B21 Redevelopment/Bond Counsel

The proposal packages may be obtained as PDF files from the office of the Borough Clerk, upon request via e-mail to the Borough Clerk at [clerk@eatontownnj.com](mailto:clerk@eatontownnj.com) or by calling 732-389-7601.

The Municipal Clerk/Qualified Purchasing Agent (or designee) will open sealed proposals on **Tuesday, January 20, 2026 at 10:00 a.m.** at Borough Hall, 47 Broad Street, Eatontown, NJ 07724. Proposals received after this time will not be accepted. Proposals shall be labeled **"RFP for (Position Number as Listed Above, Name of Position)"** marked clearly on the outside envelope. Please submit only **one unbound hard copy and one digital copy on a USB** of the proposal for each position being sought.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. Responders are required to comply with requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 (Affirmative Action), and with requirements of P.L. 1977, c 33.

By Order of the Mayor and Council of the Borough of Eatontown  
Trina Lindsey, RMC, Borough Clerk

## PROPOSAL COVER SHEET

Please submit one for each application for the position you have selected below.

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

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

Primary Designee: \_\_\_\_\_

Primary Designee E-mail: \_\_\_\_\_

Secondary E-mail: \_\_\_\_\_

**SEAL** (if a corporation):

Please check the box next to the professional service for which you are submitting a proposal.

If applying for more than one category, provide **one unbound hard copy and one digital copy on a USB** proposal with this cover letter for each position sought.

- |                                |  |
|--------------------------------|--|
| <input type="checkbox"/> # B1  | Appraiser for Tax Appeals                    |
| <input type="checkbox"/> # B16 | Public Defender, Alternate                   |
| <input type="checkbox"/> # B17 | Affordable Housing Administrative Agent      |
| <input type="checkbox"/> # B18 | Housing Rehabilitation Program Administrator |
| <input type="checkbox"/> # B21 | Redevelopment/Bond Counsel                   |

# **PROPOSAL SUBMISSION CHECKLIST**

*(Pursuant to N.J.S.A. 40A:11-23.2)*

## **Request for proposal for Various Professional Services**

To the Borough of Eatontown Governing Body:

The undersigned declared they have examined and fully understand the Borough's application process and other documents herein referred to, and if this proposal is accepted, to furnish and deliver services requested and to perform all work in accordance with the contract documents to be provided upon award.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Primary E-mail:** \_\_\_\_\_ **Secondary E-mail:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Federal ID or Soc. Sec. No:** \_\_\_\_\_

**Primary Designee:** \_\_\_\_\_ **Signature of Designee:** \_\_\_\_\_

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Applicants are required to submit all of the following documents with their Proposal in the order listed below. Additional documents should be placed after the last checklist item in the proposal. Failure to submit all documents may mandate rejection of the Proposal.

	Initial	<i>These Columns are for Borough Use</i>		
1. <b><u>PROPOSAL COVERSHEET and PROPOSAL</u></b>	_____	YES	NO	N/A
2. <b><u>ACKNOWLEDGMENT OF RECEIPT OF ADDENDA</u></b> Pursuant to N.J.S.A. 40A:11-23c. 1, 2, & 3	_____	YES	NO	N/A
3. <b><u>LETTER OF QUALIFICATION</u></b>	_____	YES	NO	N/A
4. <b><u>LETTER OF INTENT</u></b>	_____	YES	NO	N/A
5. <b><u>STATEMENT OF EXPERIENCE</u></b>	_____	YES	NO	N/A
6. <b><u>REFERENCES</u></b>	_____	YES	NO	N/A
7. <b><u>COMPENSATION / FEE SCHEDULE</u></b>	_____	YES	NO	N/A
8. <b><u>BUSINESS REGISTRATION CERTIFICATE</u></b> Pursuant to N.J.S.A. 52:32-44	_____	YES	NO	N/A
9. <b><u>CERTIFICATE OF EMPLOYMENT INFORMATION REPORT</u></b>	_____	YES	NO	N/A
10. <b><u>EQUAL OPPORTUNITY LANGUAGE</u></b>	_____	YES	NO	N/A
11. <b><u>STATEMENT OF OWNERSHIP</u></b> Pursuant to N.J.S.A. 52:25-24.2	_____	YES	NO	N/A
12. <b><u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</u></b> Pursuant to N.J.S.A. 52:32-57	_____	YES	NO	N/A
13. <b><u>CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELAUS</u></b> Pursuant to N.J.S.A. 52:32-60	_____	YES	NO	N/A

## SECTION 1:

## PROPOSAL SUBMISSION INSTRUCTIONS

1. The Borough of Eatontown is soliciting proposals for the provision of professional services to the Borough for the contract year **January 1, 2026, through December 31, 2026**. Proposals will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.
2. The applicant understands and agrees that its proposal is submitted on the basis of the requirements prepared by the Borough. The applicant accepts the obligation to become familiar with these requirements. Applicants are expected to examine the requirements with care. Ambiguities, errors or omissions noted by applicants should be promptly reported in writing to the Borough Purchasing Agent. In the event the applicant fails to notify the Borough of such ambiguities, errors or omissions, the applicant shall be bound by its proposal.
4. No oral interpretation of the meaning of the specifications will be made to any applicant. Every request for an interpretation shall be in writing, addressed to the Clerk/Purchasing Agent. In order to be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for receipt of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective applicants in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the contract documents and shall be acknowledged by the applicant in the proposal. The Borough's interpretations or corrections thereof shall be final.
5. All proposals shall be addressed to **Borough of Eatontown, Attn: Trina Lindsey, Purchasing Agent, 47 Broad Street, Eatontown, New Jersey 07724** and shall be received in the Clerk's Office no later than **January 20, 2026 at 10:00 a.m.** **One unbound hard copy and one digital copy on a USB** original proposal shall be submitted. If applying for more than one category, please provide **one unbound** original for EACH category. **Please submit the documents in the order requested on the Submission checklist.**
6. The proposal form shall be submitted in a **SEALED envelope** bearing the **name and address of the applicant** written on the face of the envelope and **clearly marked** with the **contract title and number** for the position being sought.
7. It is the applicant's responsibility to see that proposals are presented to the Borough on the hour and at the place designated. Proposals may be hand delivered or mailed; however, the Borough disclaims any responsibility for proposals forwarded by regular or overnight mail. If the proposal is sent by overnight mail, the **designation in paragraph 6 above** must also appear on the outside of the delivery company envelope. **Proposals received after the Designated Time and Date will be Returned Unopened.**
8. All proposals shall include at a minimum: the name, address, email and telephone of the firm and primary designee, a statement of qualifications, including all applicable professional licenses held, a statement of experience in rendering such professional services to public entities; references; a proposals for compensation or a schedule of fees to be charged for such professional services.
9. All proposals will be evaluated by the Governing Body and Administration of the Borough, with the exception of proposals rendered to the Planning and Zoning Boards (pursuant to Municipal Land Use Law, such proposals will be forwarded to those bodies for evaluation and determination). Proposals will be evaluated based on those deemed to be most advantageous, price and other factors considered. The evaluation may consider:
  - a. Experience and reputation in the field of professional service;
  - b. Knowledge and experience with the Borough of Eatontown form of government (Borough Form);
  - c. Knowledge of the Borough of Eatontown and the subject matter to be addressed under the contract;
  - d. Availability to accommodate any required meetings;
  - e. Ability of the firm to perform the services on a timely basis, including staffing and familiarity with subject matter;
  - f. Compensation proposal;
  - g. References; and
  - h. Other factors, if determined to be in the best interest of the Borough of Eatontown and its agencies.

10. Any applicant successfully awarded a contract must agree to indemnify and hold the Borough harmless from any liability to subcontractors and suppliers concerning payment for work performed or goods supplied and must also add the Borough of Eatontown as a named insured to any application insurance policies.

**B1 APPRAISER**

The Borough is soliciting Proposals from interested persons and/or entities for the provision of real property appraisal services for tax appeals. Through the RFP process described herein, persons and/or entities interested in assisting the Borough with the provision of these appraisal services must prepare and submit a Proposal in accordance with this RFP. The Borough will review all timely Proposals submitted and will select, through a "fair and open" competitive process, a Qualified Respondent that (i) possesses the professional, financial and administrative capabilities to provide the proposed professional services, and (ii) that will agree to work under the terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of Eatontown.

**B16 ALTERNATE PUBLIC DEFENDER**

The successful attorney must have significant experience in representing Individuals as a defense attorney and/or Public Defender in criminal or quasi-criminal matters in Municipal, State and Federal Courts, administrative forums and arbitration. The successful attorney will provide the following legal services: 1. The Alternate Public Defender must be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the municipal court of the Borough and provide such legal advice and counsel to such individuals as may be required in any proceedings before the municipal court of the Borough. The Alternate Public Defender will serve as the Borough's Public Defender if the Public Defender is unavailable or has a conflict of interest precluding him/her from representing an indigent defendant in municipal court. The Alternate Public Defender may not be associated with the same office as the Borough Prosecutor or the office of the Public Defender. The Borough pays a flat rate per appearance at \$500.00 in accordance with the Borough salary ordinance as Alternate Public Defender. Please submit with your proposal and proposed contract that you will perform the necessary services Alternate Public Defender for \$500.00 per court session.

**B17 AFFORDABLE HOUSING ADMINISTRATIVE AGENT**

The successful firm must have significant experience and will be responsible to perform the duties and responsibilities of an Administrative Agent as set forth in the UHAC regulations, including those set forth in Sections 5:80-26.14, 15, 16 and 18 thereof, as well as additional responsibilities regarding the provision of affordable housing in the Borough of Eatontown.

**B18 HOUSING REHABILITATION PROGRAM ADMINISTRATOR**

The successful firm must have significant experience and will be responsible, in conjunction with Borough Administration, to develop the Borough's rehabilitation program in accordance with N.J.A.C. 5:93-5.2.

**B21 REDEVELOPMENT/BOND COUNSEL**

The Borough is seeking redevelopment special counsel services to provide counsel for the Borough on redevelopment matters. The subject matter includes, but is not limited to, matters and/or challenges to governmental actions related to actions taken by the Governing Body under the Local Redevelopment and Housing Law. Counsel will, on an "as needed" basis, be assigned and required to provide representation in one or more of the following aspects, including but not limited to, litigation, preparation of redeveloper agreements, resolutions, participation in negotiations of redeveloper agreements, , environmental regulations, bonding and financing matters and real estate matters.

**SECTION 2:**

**BOROUGH OF EATONTOWN  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The Undersigned Applicant hereby acknowledges the following information relative to receipt of Addenda for this proposal (check appropriate box and provide required information):

- ☐ No Addenda was received by my company
- ☐ My company received the following addenda:

<u>ADDENDUM NUMBER</u>	<u>DATED</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Acknowledgement for: 

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(Print or Type the Name of Company/Corporation)

By: 

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 (Signature of Primary Designee)      Date: 

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Name: 

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 (Print or Type Name of Primary Designee)      Title: 

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 (Print or Type Title of Primary Designee)

**NOTE:** THIS FORM MUST BE COMPLETE AND SIGNED REGARDLESS OF WHETHER OR NOT ADDENDA WAS ISSUED AND/OR RECEIVED BY THE APPLICANT. FAILURE TO SUBMIT THE COMPLETED FORM WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION IN ACCORDANCE WITH NJSA 40A:11-23

SECTION 3: Letter of Qualification

**Note:** Letter to be typed on the Respondents Letterhead.  
Other than filling in the blank items, no modifications may be made to this letter.

[Insert Date]

Borough of Eatontown  
Attn: Trina Lindsey, Borough Clerk/QPA  
47 Broad Street  
Eatontown, New Jersey 07724

Dear Ms. Lindsey:

The undersigned has reviewed its proposal submitted in response to the Request for Proposals (RFPs) issued by the Borough of Eatontown (the “Borough”), dated *[insert proposal date]*, in connection with the Borough’s solicitation of proposals for the position of **POSITION**.

We affirm that the contents of the proposal (which are incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the proposal submitted in good faith upon the express understating that any false statement may result in the disqualification of *[insert Respondent name]*.

<div>Signature of Primary Designee</div>	<div>Print or Type Name of Firm/Company</div>
<div>Print or Type Name of Primary Designee</div>	
<div>Print or Type Name of Chief Executive Officer and Title</div>	<div>Dated</div>

Respondent shall sign and complete this form. If a joint venture, appropriate officers of each company shall sign.



**SECTION 4: Letter of Intent**

**Note:** Letter to be typed on the Respondents Letterhead.  
Other than filling in the blank items, no modifications may be made to this letter.

[Insert Date]

Borough of Eatontown  
Attn: Trina Lindsey, Borough Clerk/QPA  
47 Broad Street  
Eatontown, New Jersey 07724

Dear Ms. Lindsey:

The undersigned respondent, has submitted the attached proposal in response to a Request for Proposals (RFPs) issued by the Borough of Eatontown (the "Borough"), dated [insert proposal date], in connection with the Borough's solicitation of proposals for the position of [insert position sought].

[insert Respondent name] hereby states:

- 1) The proposal contains accurate, factual and complete information.
- 2) [insert Respondent name] agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Borough's procurement process set forth within the RFP.
- 3) [insert Respondent name] acknowledge(s) all costs incurred by the respondent in connection with the preparation and submission of the proposal and any proposal prepared and submitted in response to the RFP or any negotiation which results there from shall be borne exclusively by the respondent.
- 4) [insert Respondent name] hereby declare(s) that the only persons participating in this proposal as principals are named herein and that no other than those herein mentioned has any participation in this proposal or in any contract to be entered into with respect.
- 5) [insert Respondent name] acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgement). In any case, the Borough shall not have any liability to the respondent for any cost incurred by the respondent with respect to the procurement activities described in this RFP.
- 6) [insert Respondent name] acknowledges that any contract executed with respect to the position of [insert position sought] 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.

\_\_\_\_\_  
Signature of Primary Designee

\_\_\_\_\_  
Print or Type Name of Firm/Company

\_\_\_\_\_  
Print or Type Name of Primary Designee

\_\_\_\_\_  
Print or Type Name of Chief Executive Officer and Title

\_\_\_\_\_  
Dated

Respondent shall sign and complete this form. If a joint venture, appropriate officers of each company shall sign.

Respondent shall submit each of the following on separate pages.

**SECTION 5: STATEMENT OF EXPERIENCE**

**Note:** Letter to be typed on the Respondents Letterhead.

**SECTION 6: REFERENCES**

**Note:** Letter to be typed on the Respondents Letterhead.

**SECTION 7: COMPENSATION / FEE SCHEDULE**

**Note:** List compensation and fee schedule

## **SECTION 8: NEW JERSEY BUSINESS REGISTRATION**

### **New Jersey Business Registration Certificate REQUIREMENTS – Non-Construction**

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the “Sales and Use Tax Act” (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are not acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

## **SECTION 9: CERTIFICATE OF EMPLOYMENT INFORMATION REPORT**

Please provide a valid copy of Certificate of Employment Information

**SECTION 10: Mandatory Equal Employment Opportunity Language - N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:21-11**

**BOROUGH OF EATONTOWN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

**Mandatory Equal Employment Opportunity Language - N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:21-11**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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

- The contractor or subcontractor, where applicable, will not discriminate against an employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation, the contractor will ensure that equal employment opportunity is afforded to such applicants are recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this 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, gender identity or expression, disability, nationality or sex.
- The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice to be provided by the agency contracting officer advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 principals 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 target employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 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** (electronically provided by the Division and distributed to the public agency through the Division's website at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) )
- The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public contracts Equal Employment Opportunity Compliance as may be requested by the office 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**Signature**

**Print or Type Name and Title**

**Date**

- For goods, professional service and general service contracts, a letter of federal affirmative action plan approval, certificate of employee information report or an employee information report form (AA302) must be submitted at the time of Award. If the vendor/contractor does not submit one of these three (3) documents within the required time period, the Owner may extend the time period to the fourteenth calendar day.
- If by the fourteenth calendar day the Contractor does not submit the Affirmative Action Document, the Owner must declare the vendor/contractor as being non-responsive and award the contract to the next lowest responsible bidder.

**IMPORTANT:** *This form must be completed by the Applicant*

SECTION 11: Statement of Ownership

BOROUGH OF EATONTOWN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
STATEMENT OF OWNERSHIP

The Contract is (check one):

\_\_\_ Individual      \_\_\_ Partnership      \_\_\_ P.A.      \_\_\_ L.L.C.      \_\_\_ Corporation      \_\_\_ Joint Venture  
\_\_\_ Other (specify): \_\_\_\_\_

I certify that the names and addresses of all persons and entities who own a 10% or greater interest in the Contractor are as follows (if “none” so state):

NAME(s) and ADDRESS (es):

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_
- 6) \_\_\_\_\_  
\_\_\_\_\_
- 7) \_\_\_\_\_  
\_\_\_\_\_
- 8) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name of Contractor

\_\_\_\_\_  
Print Name of Chief Executive Officer and Title

\_\_\_\_\_  
Dated

NOTES Check Below if:

- ☐ Attached additional sheets as needed.
- ☐ If an entity owns a 10% or greater interest in the Contract, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each persons who owns a 10% or greater interest has been disclosed. If no person or entity owns a 10% or greater interest in a listed entity, so state.

## SECTION 12: DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN



### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM BOROUGH OF EATONTOWN 47 BROAD STREET EATONTOWN, NJ 07724

BID SOLICITATION AND TITLE: \_\_\_\_\_

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

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter

25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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 party.

#### CHECK THE APPROPRIATE BOX

☐

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

☐

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities  
Relationship to Vendor/ Bidder  
Description of Activities

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Duration of Engagement  
Anticipated Cessation Date

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*\*Attach Additional Sheets If Necessary.*

#### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the Borough of Eatontown is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the Borough to notify the Borough 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

## SECTION 13: CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS



### CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

BOROUGH OF EATONTOWN, 47 BROAD STREET, EATONTOWN, NJ 07724

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor<sup>i</sup>") that seeks to enter into or renew a contract with the Borough of Eatontown for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify: *(Check the Appropriate Box)*

☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

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Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor's FEIN

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number

\_\_\_\_\_  
Vendor's Address (Street Address)

\_\_\_\_\_  
Vendor's Fax Number

\_\_\_\_\_  
Vendor's Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor's Email Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).