

TOWN OF MORRISTOWN, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY
NOTICE OF REQUEST FOR QUOTE
FOR
PREPARATION OF A COMMUNITY FORESTRY MANAGEMENT PLAN (CFMP)

Quotes will be received by the Town Engineer of the Town of Morristown, in the County of Morris, State of New Jersey, Municipal Building, 200 South Street, 2nd Floor, Morristown, New Jersey, 07963-0914, on or before February 12, 2025, 4:00 p.m. for the following:

Preparation of a Community Forestry Management Plan (CFMP) pursuant to the NJDEP Forest Service CFMP Guidelines dated January 2024, with deliverables conforming to Appendix 4 outline of “Community Forestry Management Plan Elements” viewable at:

<https://www.nj.gov/dep/parksandforests/forest/docs/community-forestry-management-plan-guidelines.pdf>, and, utilizing, in part, a review of Morristown’s current available forestry management inventory and resources (with deficiencies, if any, noted to the Town).

Applicants must hold one of the following certifications: NJ Approved Consulting Forester, NJ Licensed Tree Expert, ISA Certified Arborist, SAF Certified Forester.

Applicants must be familiar with the new community forestry management plan requirements.

Successful applicant, if authorized to proceed, will be required to provide (5) five complete printed and collated Community Forestry Management Plans (CFMP) along with providing a .pdf file to the Town.

Applicants quote must include a timeline to complete Community Forestry Management Plan (CFMP).

Quotes must include the attached forms (to be completed by quoter):

- Quote Form (Form A1)
- Statement of Ownership Disclosure Form (Form A4)
- Workplace Accountability in Labor List (The WALL) Certification (Form A8)
- Affirmative Action Acknowledgement (Form B7)
- Business Registration Certificate (Form B10)
- Disclosure of Investment Activities in Iran (Form B11)

The right is reserved to reject any or all Quotes if it is deemed to be in the best interest of the Town of Morristown to do so. The right is further reserved to require any additional forms, disclosures, or insurance certificates required by law or local regulation to award a contract to a successful Applicant.

All inquiries and other correspondence related to this RFQ shall be directed to the Morristown Shade Tree Commission at: k-ace@townofmorristown.org with c.c. to a-devizio@townofmorristown.org

REQUEST FOR QUOTE

for

PREPARATION OF A COMMUNITY FORESTRY MANAGEMENT PLAN (CFMP)

for

TOWN OF MORRISTOWN

Pursuant to the request for quote for the preparation of the above, we the undersigned declare that we have *carefully examined the requirements for: Preparation of a Community Forestry Management Plan (CFMP) pursuant to the NJDEP Forest Service CFMP Guidelines dated January 2024, with deliverables conforming to Appendix 4 outline of "Community Forestry Management Plan Elements" therein viewable at: <https://www.nj.gov/dep/parksandforests/forest/docs/community-forestry-management-plan-guidelines.pdf>*, and, utilizing, in part, a review of Morristown's current available forestry management inventory and resources (with deficiencies, if any, noted to the Town), and will contract to furnish all materials, equipment, labor, and all else necessary to complete the work of this contract in accordance with the requirements set forth herein at the price for each scheduled item of work stated in the Schedule of Prices following.

_____ hereby offer(s) to do the work at the following price(s):
(Name of Bidder)

QUOTE ITEM:

Preparation of a Community Forestry Management Plan pursuant to the NJDEP Forest Service CFMP Guidelines dated January 2024

TOTAL QUOTE PRICE: \$ _____

TOTAL QUOTE PRICE IN WRITING: _____

The undersigned is (please indicate with circle):

- (a Partnership),
- (a Corporation),
- (an Individual),
- (Limited Liability Partnership) (Limited Liability Company) (Other Business Entity: _____)

NOTE:

If vendor is a CORPORATION, this must be executed by its president, attested to by its secretary or assistant secretary, with the corporate seal affixed thereto. This may be executed and attested by other than the aforesaid corporate officers if they have been duly authorized to act on behalf of the Vendor, pursuant to the resolution of the Corporate Board of Directors, or other authorization shall be attached to this.

If Bidder is a PARTNERSHIP, then this must be signed by at least one partner.

If Bidder is an INDIVIDUAL, please indicate Social Security Number in space provided above.

Under the laws of the State of _____

having principal offices at _____

RESPECTFULLY SUBMITTED BY: _____
(Name of Partnership, Corporation, or Individual)

SIGNATURE	TITLE/POSITION	DATE
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NAME OF BIDDER (PRINTED) _____

ADDRESS OF BIDDER _____

CONTACT PERSON _____

PHONE NUMBER	FAX NUMBER	EMAIL
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SSAN (If Individual): _____ FED ID # (If Incorporated): _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977 c.33 as amended by P.L. 2016 c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the Box That Represents the Type of Business Organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

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

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

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

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III Disclosure of 10% or Greater Ownership in the Stockholders, Partners, or LLC Members Listed in Part II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal

Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Town of Morristown*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Town of Morristown*** to notify the ***Town of Morristown*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Town of Morristown*** to declare any contract(s) resulting from this certification void and unenforceable.

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

WORKPLACE ACCOUNTABILITY IN LABOR LIST (THE WALL) CERTIFICATION

FORM A8

STANDARD BID DOCUMENT REFERENCE	
Name of Form:	WORKPLACE ACCOUNTABILITY IN LABOR LIST (THE WALL) CERTIFICATION
Statutory Reference:	(N.J.S.A. 34:1A-1.16) P.L. 2019, c. 366
Description:	Meets criteria for certification by natural person, company, firm, association, corporation, or other entity as not being on "Workplace Accountability in Labor List (The WALL)"

Summary of the Certification Requirements under N.J.S.A. 34:1A-1.16

Pursuant to N.J.S.A. 34:1A-1.16 any natural person, company, firm, association, corporation, or other entity prohibited, or "listed on the **Workplace Accountability in Labor List (The WALL)**," is prohibited from contracting with any public body until the liability for violations of State wage, benefit, and tax laws have been resolved to the satisfaction of the commissioner.

Prior to awarding a contract for public work, a local unit must obtain written certification from the contracting person (natural person, company, firm, association, corporation, or other entity) through the form below, attesting to their not being listed on the **Workplace Accountability in Labor List (The WALL)** and are not prohibited from contracting with any public body.

List can be viewed at: <https://www.nj.gov/labor/ea/osec/wall.shtml>

WORKPLACE ACCOUNTABILITY IN LABOR LIST (THE WALL) CERTIFICATION

(N.J.S.A. 34:1A-1.16) P.L. 2019, c. 366

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual, Organization, Entity Name	
Address of Individual or Organization	
DUNS Code	

(if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts III and IV) ☐ Non-Profit Corporation (skip Parts III and IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC) ☐ Partnership
☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II – CERTIFICATION THAT CONTRACTOR IS NOT ON THE “WORKPLACE ACCOUNTABILITY IN LABOR LIST (THE WALL)”: Individual , Organization, Entity

I hereby certify that the **individual, organization, or entity listed above in Part I** is not listed on the **Workplace Accountability in Labor List (The WALL)** and is not prohibited from contracting with a public body. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the ***Town of Morristown*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Municipality to notify the Municipality in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Municipality, permitting the Municipality to declare any contract(s) resulting from this certification void and unenforceable.

I certify under penalty of perjury that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are false, I am subject to punishment. See N.J.S.A. 2C:28-1 et seq., specifically, N.J.S.A. 2C:28-3, within the New Jersey Code of Criminal Justice.

Date: _____ Signature: _____

Title: _____

Sworn and subscribed to before me this

___ day of _____ 20__

_____ L.S.

Notary Public in the State of New Jersey

My commission expires on _____ 20__

(Seal)

AFFIRMATIVE ACTION ACKNOWLEDGEMENT*(must be submitted with Bid)*

SEE "AFFIRMATIVE ACTION/EMPLOYMENT GOAL COMPLIANCE" attached herein.

I have read, understand, and intend to comply with the AFFIRMATIVE ACTION/EMPLOYMENT GOAL COMPLIANCE requirements for this contract.

VENDOR: _____

DATE: _____

BY: _____

Signature

Name and Title
(Print or Type)

NOTE: FOR PROCUREMENT OR PROFESSIONAL SERVICES, Contract is not binding unless Bidder/Vendor provides proof of Affirmative Action within three (3) days of Notice of Intent to Award. Vendor/Bidder may also provide proof of Affirmative Action with this Bid if they desire.

AFFIRMATIVE ACTION/EMPLOYMENT GOAL COMPLIANCE

All vendors and all contractors, as a precondition to entering into a valid and binding procurement or service contract with the Town, are required to submit to the Town, prior to or at the time the formal Agreement (hereinafter referred to as the "contract") is submitted for signing by the Town (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127), one of the following three documents:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A certificate of employee information report issued in accordance with N.J.A.C. 17:27-4; or
3. An Affirmative Action Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by the Contractor in accordance with N.J.A.C. 17:27-4.

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

- A. 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, sex, or affectional or sexual orientation. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation. 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 Town compliance officer setting forth provisions of this nondiscrimination clause.
- B. The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation.
- C. The Contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or 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.
- D. The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time, and the Americans With Disabilities Act.
- E. The Contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and

supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

- F. The Contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, or affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- G. 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.
- H. 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, sex, or affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- I. The Contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and the Town shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

BUSINESS REGISTRATION CERTIFICATE OF BIDDER AND SUBCONTRACTOR

BIDDER TO PROVIDE/ATTACH REQUIRED
BUSINESS REGISTRATION CERTIFICATE(S)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**Contract Number:** _____**Bidder:** _____

PART 1: Pursuant to Public Law 2012, c. 25 (N.J.S.A. 40A:11-2.1 and N.J.S.A. 52:32-55 et seq.), any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a bid:

- ☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- ☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the TOWN OF MORRISTOWN under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

You must provide a detailed, accurate, and precise description of the activities of the bidder, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Bidder: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer 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 if the OWNER 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 OWNER 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 OWNER 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.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____