

NOTE: The Town of Morristown will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposal.

REQUEST FOR PROPOSAL

ADMINISTRATIVE AGENT FOR AFFORDABLE HOUSING SERVICES

ISSUE DATE: February 1, 2022

DUE DATE: March 1, 2022

Issued by:

Town of Morristown

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposal:

“Principals” - means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, “Principals” shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.

“Proposal Statement” - refers to the complete responses to this RFP submitted by the Respondents.

“Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Town) have satisfied the qualification criteria set forth in this RFP.

“Respondent” or “Respondents” - refers to the interested firm(s) that submit a Proposal Statement.

“Review Team” - Members of the Town Administration, including the Town Planning Staff, and its legal and/or financial advisors who shall review any proposal which are submitted in response to this RFP.

“RFP” - refers to this Request for Proposal, including any amendments thereof or supplements thereto.

“Town” - refers to the Town of Morristown.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Town is soliciting Requests for Proposals from interested persons and/or firms to serve as Administrative Agent for affordable housing services, as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the Town with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedures and schedules in this RFP. The Town will review proposals only from those firms that submit a Proposal Statement which includes all the information required to be included as described herein (in the sole judgment of the Town). The Town intends to qualify person(s) and/or firm(s) that: (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of Morristown.

1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is however subject to the “fair and open process” established by New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq. and the Local Unit Pay to Play Ordinance adopted by referendum. The Town has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided with an equal opportunity to submit a Proposal Statement in response to the RFP. Proposal Statements will be evaluated in accordance with the criteria set forth in Section 3 of this RFP, which will be applied in the same manner to each Proposal Statement received. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned “Pay to Play” laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

Proposal Statements will be reviewed and evaluated by the Town Administration and its legal professionals, planning consultants and/or financial advisors (collectively, the “Review Team”). The Proposal Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFP. Under no circumstances will a member of the Review Team review responses to an RFP for a position which they or their firm submitted a response. Based upon the totality of the information contained in the Proposal Statement, including information about the reputation and experience of each Respondent, the Town will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFP (in the sole judgment of the Town) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Town.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth herein. The Town reserves the right to, among other things, amend, modify or alter this RFP upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the Town's Designated Contact Person, in writing.

Designated Contact Person:

Jillian Barrick, Business Administrator
Town of Morristown
200 South Street, Office of Administration, Room 239
Morristown, New Jersey 07963-0914

Proposal Statements must be submitted to, and be received by, the Town, by hand delivery or regular mail, by 4:00 p.m. prevailing time on March 1, 2022. Proposal Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFP, the Town (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the Town.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
1. Issuance of Request for Proposals	February 1, 2022
2. Receipt of Proposals	March 1, 2022
3. Completion of Evaluation of Proposals by the Review Team	March 8, 2022*
4. Town Review of Review Team Recommendations	March 15, 2022*
5. Approval of Professional Service Resolution by Town Council	March 22, 2022*

*Date subject to change at Town's discretion.

1.3. Conditions Applicable to RFP.

Upon submission of a Proposal Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal Statement:

- a) All Proposal Statements shall become the property of the Town and will not be returned.
- b) All Proposal Statements will be made available to the public at the appropriate time, as determined by the Town, in the exercise of its sole discretion, in accordance with applicable law.
- c) The Town may request Respondents to send representatives to the Town for interviews.
- d) Any and all Proposal Statements not received by the Town by 4:00 p.m. prevailing time on March 1, 2022, will be rejected.
- e) Neither the Town, its consultants or advisors, nor their respective staffs, including, but not limited to, the Review Team, shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal Statement or for participating in this procurement process.

1.4. Rights of Town.

The Town reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- a) To determine that any Proposal Statement received complies or fails to comply with the terms of this RFP.
- b) To waive any technical non-conformance with the terms of this RFP.
- c) To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- d) To conduct investigations of any or all of the Respondents, as the Town deems necessary or convenient, to clarify the information provided as part of the Proposal Statement and to request additional information to support the information included in any Proposal Statement.
- e) To suspend or terminate the procurement process described in this RFP at any time in the Town's sole discretion. If terminated, the Town may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents. The Town reserves the right, in its sole judgment, to reject any Respondent that submits incomplete responses to this RFP, or a Proposal Statement that is not responsive to the requirements of this RFP.

The Town shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the Town may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Town and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Town, its staff, its consultants or such consultant's staff, for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal Statement or other information required by the RFP.

1.7 Proposal Format.

Responses should cover all information requested in the questions to be answered in this RFP.

Responses which in the judgment of the Town fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors, may be rejected.

1.8 Term of Contract

The term shall be from the date of appointment through December 31, 2022 and then from January 1 to December 31 in subsequent years, dependent on Council reappointment.

SECTION 2
SCOPE OF SERVICES

2.1 Statement of Scope

It is the intent of the Town to solicit Proposal Statements from Respondents that have the expertise to act as an Administrative Agent for affordable housing services. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services. Firms shall maintain knowledge of and apply the Uniform Housing Affordability Controls (“UHAC”), which are codified at N.J.A.C. 5:80-26.1 *et. seq.*, the Town of Morristown’s Settlement Agreement with Fair Share Housing Center dated August 9, 2017, the Town of Morristown’s Housing Element and Fair Share Plan dated August 23, 2018 (and as may be amended, if necessary), Morristown’s Land Development Ordinance, and other adopted regulatory documents.

The Administrative Agent shall be responsible for performing services related to affordable housing administration. The Administrative Agent’s responsibilities will include overseeing third parties conducting affordable housing services on behalf of developers. Tasks where the Administrative Agent’s responsibility will primarily consist of overseeing third parties include scope items 2.4-2.7.

These services may include:

2.2 Operating Manual

Prepare and maintain an Operating Manual for the Administration of Affordable Housing Units as needed to comply with the provisions of the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 *et. seq.*) as well as the applicable municipal policies.

2.3 Acquisition/Rehabilitation Program

In coordination with Town Administration and Planning Staff, respondent may design and implement an affordable housing acquisition and rehabilitation program in accordance with applicable statutes and regulations.

2.4 Affirmative Marketing Plan

- a) Assist in preparing and maintaining an Affirmative Marketing Plan, including related ordinances and a random selection process for applicants that complies with N.J.A.C. 5:80-26.15;

- b) Conduct an outreach process to insure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Town of Morristown and the provisions of N.J.A.C. 5:80-26.15;
- c) Maintain up-to-date knowledge on the status of affordability controls, compliance monitoring and affirmative marketing as required under New Jersey Law. This could include participation in continuing education opportunities offered or approved by COAH or similar entity. Respondent shall notify Town Administration of pending or contemplated changes to applicable regulations.
- d) Provide counseling or contract with Town approved third-party to provide counseling services to low and moderate income applicants on the subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law. Respondent can team with third-party counseling service for the purposes of this RFP. Town prefers counseling entity that has the ability to fluently speak, read and write in Spanish.

2.5 Household Certification

- a) Solicit, schedule, conduct and follow up on interviews with interested households;
- b) Obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate income unit;
- c) Provide written notification to each applicant as to the determination of eligibility or non-eligibility;
- d) Require that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq;
- e) Create and maintain a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
- f) Employ a random selection process as provided in the Affirmative Marketing Plan of the Town of Morristown when referring households for certification to affordable units.

2.6 Affordability Controls

- a) Furnish to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
- b) Create and maintain a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
- c) Ensure that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or county clerk's office after the termination of the affordability controls for each restricted unit;
- d) Communicate with lenders regarding foreclosures; and,
- e) Ensure the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.

2.7 Resale and Rental Unit Administration

- a) Institute and maintain an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and,
- b) Institute and maintain an effective means of communicating information to low and moderate-income households regarding the availability of restricted units for resale or re-rental.

2.8 Interface / Processing Requests with Unit Owners

- a) Review and approve requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
- b) Review and approve requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems;
- c) Notify the Municipality of an owner's intent to sell a restricted unit; and,
- d) Process requests and making determinations on requests by owners of restricted units for hardship waivers.

2.9 Enforcement

- a) Secure annually from the Town a listing of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
- b) Secure from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
- c) Send annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
- d) Establish a program for diverting unlawful rent payments to the municipality's affordable housing trust fund or other appropriate municipal fund approved by the DCA;
- e) Providing annual reports to applicable state agencies as required;
- f) The posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent can be made; and
- g) Creating and publishing a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls, and,

- h) Such other responsibilities as may be necessary to carry out the role and responsibilities of Administrative Agent as defined by COAH and the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq.

2.10 Municipal Responsibilities

- a) Provide to the Administrative Agent the name, title and telephone number of the municipal official designated as the Municipal Housing Liaison to the Administrative Agent on all matters related to this Agreement;
- b) Ensure that applicable local ordinances are not in conflict with, and enable efficient implementation of the Rules and the provisions of this Agreement;
- c) Coordinate meetings with affordable housing providers and Administrative Agent, as applicable;
- d) Work with Administrative Agenda to develop a draft Affirmative Marketing Plan;
- e) Ensure that all restricted units are identified as affordable within the tax assessor's office and the Municipal Utility. The Town and utility department shall promptly notify the Administrative Agent of a change in billing address, payment delinquency of two billing cycles, transfer of title, or institution of a writ of foreclosure on all affordable units; and
- f) Provide all reasonable and necessary assistance to the Administrative Agent in support of efforts to enforce provisions of the Fair Housing Act, applicable Rules, deed covenants, mortgages, court decisions or other authorities governing the affordability control services to be provided under the Agreement.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

The Proposal Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it believes may be useful in evaluating its Proposal Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Proposal Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal Statement.
2. Applicable Disclosure Forms (See Appendix D to this RFP).
3. Compensation proposal, including a fee schedule with hourly rates. The Town of Morristown shall be under no obligation to provide overhead costs to the Respondent. The Town shall not reimburse toll and mileage charges and reimbursements shall be included within the proposed hourly rates.
4. An executed Letter of Qualification (See Appendix A).
5. Name, address and telephone number of the firm or firms submitting the Proposal Statement pursuant to this RFP, and the name of the key contact person.
6. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal Statement. For purposes of this RFP, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.

- (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal Statement. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
5. An executed Letter of Intent (See Appendix B).
 6. An executed Payment Proposal (See Appendix C).
 7. The number of years the business organization has been in business under its present name.
 8. The number of years the business organization has been under its current management.
 9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
 10. Confirm appropriate federal and state licenses to perform activities. Submit a copy of the Firm's Business Registration Certificate.
 11. Certificates of Insurance shall be provided at the time the contracts are returned to the Town for execution. All coverage shall be with insurance carriers licensed and admitted to do business in New Jersey.
 - (a) Commercial General Liability Insurance with limits not less than \$500,000.
 - (b) Motor Vehicle Liability Insurance with limits not less than \$500,000 per accident combined single Bodily Injury and Property Damage. Coverage shall include all owned, non-owned and hired vehicles.
 - (c) Workers Compensation in accordance with the statutes of New Jersey.
 - (d) Professional Liability Insurance (E&O) with limits of liability not less than \$500,000.

- (e) Additionally Insured, the Town of Morristown as well as all elected and appointed officials, all employees, volunteers, all boards, commissions and/or authorities and their members, employees and volunteers shall be named additionally insured.
- (f) Notice of Insurance Cancellation shall be provided within 60 days prior to notice of cancellation, non-renewal, reduction or material change to:

Jillian Barrick, Business Administrator
Town of Morristown
200 South Street, Office of Administration, Room 239
Morristown, New Jersey 07963-0914

3.3 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
 - a. Description and scope of work by Respondent;
 - b. Name, address and contact information of references; and
 - c. Explanation of perceived relevance of the experience to the RFP.
2. Describe the services that Respondent would perform directly.
3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
4. Resumes of key employees.
5. A narrative statement that the Respondent understands of the Town's needs and goals.
6. List all immediate relatives of Principal(s) of Respondent who are Town employees or elected officials of the Town. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
7. Respondent shall submit documentation which demonstrates that its purposes include the provision of housing services and housing counseling and the promotion of the principles underlying the Federal Fair Housing laws and that it has knowledge of and familiarity with the New Jersey Fair Housing Act, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.) and its implementing rules;

8. Respondent shall submit evidence of an ongoing history of successful management of restricted affordable housing units, particularly those produced as a result of the New Jersey Fair Housing Act or through a *Mount Laurel* court settlement;
9. Respondent shall represent and warrant that, if it serves as administrative agent with respect to restricted units in which it has a pecuniary interest, that it shall not allow its pecuniary interest to compromise in any way its administration of the controls set forth in U.H.A.C.;
10. Respondent shall submit a sample operating manual for each type of program and/or unit that it seeks to administer;
11. Respondent shall indicate the types of units and programs that it has administered (i.e. for-sale units, rental units, accessory apartment programs, assisted living residences, market to affordable programs, supportive and special needs housing, rehabilitation programs, other units or programs) and shall indicate the number of units/programs in each applicable category currently and previously administered by the Respondent;
12. Respondent shall submit documentation evidencing its capacity to undertake the duties of an administrative agent;
13. Respondent shall submit a summary of continuing education activities as well as intent to attend programs offered by COAH or similar entities; and
14. Respondent shall submit any other documents it deems relevant to demonstrate its qualifications to serve as an administrative agent.
15. Respondent shall complete all documents and forms included in pages 17-37 of this RFP.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Proposal Statement.

Respondents must submit an original and two (2) copies of their Proposal Statement to the Designated Contact Person:

Jillian Barrick, Business Administrator
Town of Morristown
200 South Street, Office of Administration, Room 239
Morristown, New Jersey 07963-0914

Proposal Statements must be received by the Town no later than 4:00 p.m. (prevailing time) on March 1, 2022, and must be mailed or hand-delivered. Proposal Statements forwarded by facsimile or e-mail *will not* be accepted.

To be responsive, Proposal Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposal Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Town's objective in soliciting Proposal Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Morristown. The Town will consider Proposal Statements only from firms or organizations that, in the Town's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFP.

Proposals will be evaluated by the Town on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Town and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Town; and
4. Compensation proposal;
5. Other factors demonstrated to be in the best interest of the Town.

APPENDIX A

LETTER OF QUALIFICATION

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

[INSERT DATE]

Jillian Barrick, Business Administrator
Town of Morristown
200 South Street, Office of Administration, Room 239
Morristown, New Jersey 07963-0914

Dear Ms. Barrick:

The undersigned has reviewed its Proposal Statement submitted in response to the Request for Proposal (RFP) issued by the Town of Morristown (“Town”), dated February 1, 2022, in connection with the Town’s need for an Administrative Agent for Affordable Housing Services.

We affirm that the contents of our Proposal Statement (which Proposal Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement 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: _____

APPENDIX B

LETTER OF INTENT

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

[INSERT DATE]

Jillian Barrick, Business Administrator
Town of Morristown
200 South Street, Office of Administration, Room 239
Morristown, New Jersey 07963-0914

Dear Ms. Barrick:

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposal (RFP), issued by the Town of Morristown ("Town"), dated February 1, 2022, in connection with the Town's need for an Administrative Agent for Affordable Housing Services.

(Name of Respondent) HEREBY STATES:

1. The Proposal Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Town's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement 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. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement 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 Town. (Name of Respondent) declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, 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 Town may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Town shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.
6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of services to be provided as an administrative agent for affordable housing related 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 space 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: _____

APPENDIX C

PAYMENT PROPOSAL

1. The Respondent shall indicate all fees, charges, surcharges, costs, expenses, and any other compensation and out-of-pocket expenses sought for the rendering of services as Administrative Agent.
2. The Respondent shall indicate the manner, frequency, and method of payment of all services and/or expenses.

Signature: The undersigned hereby acknowledges and proposes the attached fee schedule.

Name of Respondent/Firm: _____

Print name and title: _____

Signature: _____

Date: _____

ATTEST:

Witness

(Append proposed fee schedule)

APPENDIX D: DISCLOSURE FORMS

STATEMENT OF OWNERSHIP DISCLOSURE FORM
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33 as amended by P.L. 2016, c.43)
(Schedule D.)

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

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

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

Part II

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

OR

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

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

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

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:	

**BUSINESS ENTITY DISCLOSURE CERTIFICATION (Schedule N.)
PURSUANT TO CHAPTER 2, SECTION 2-87, PUBLIC CONTRACTING REFORM
ORDINANCE, OF THE CODE OF TOWN OF MORRISTOWN, NEW JERSEY
TOWN OF MORRISTOWN**

Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make any contributions pursuant to Chapter 2, Section 2-87, Public Contracting Reform Ordinance, of the Code of the Town of Morristown, that would bar the award of this contract in the one year period preceding _____ (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Town of Morristown as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Mayor Timothy Dougherty	Councilperson Nathan Umbriac
Councilperson Toshiba Foster	Councilperson Tawanna Cotten
Councilperson Stefan Armington	Councilperson David Silva
Councilperson Robert Iannaccone	Councilperson Sandi Mayer
Morristown Democratic Organization	Morristown Republican Organization
Morris County Party Committee	Any other Committee referred to in the Ordinance

Part II - Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signed: _____ Title: _____

Print Name: _____ Date: _____

Subscribed and sworn before me this ___ day of _____, 2_____.	_____
My Commission expires:	(Affiant)
	_____ (Print name & title of affiant) (Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWN OF MORRISTOWN

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

# Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I – Vendor Information**

|              |  |        |  |
|--------------|--|--------|--|
| Vendor Name: |  |        |  |
| Address:     |  |        |  |
| City:        |  | State: |  |
|              |  | Zip:   |  |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

|           |              |       |
|-----------|--------------|-------|
| Signature | Printed Name | Title |
|-----------|--------------|-------|

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
|                  |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
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|                  |                |      |               |

Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

|                                 |                              |
|---------------------------------|------------------------------|
| Mayor Timothy Dougherty         | Councilperson Nathan Umbriac |
| Councilperson Toshiba Foster    | Councilperson Tawanna Cotten |
| Councilperson Stefan Armington  | Councilperson David Silva    |
| Councilperson Robert Iannaccone | Councilperson Sandi Mayer    |

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD  
FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED,  
CUSTOMIZABLE FORM.**

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

|               |               |
|---------------|---------------|
| Name:         | Name:         |
| Home Address: | Home Address: |
| Name:         | Name:         |
| Home Address: | Home Address: |
| Name:         | Name:         |
| Home Address: | Home Address: |

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 2  
\_\_\_

(Notary Public)

My Commission expires:

\_\_\_\_\_

(Affiant)

\_\_\_\_\_

(Print name & title of affiant)

(Corporate Seal)



## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

**Contract Name/Number:** \_\_\_\_\_ **Bidder:** \_\_\_\_\_

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: \_\_\_\_\_

| <b>STANDARD BID DOCUMENT REFERENCE</b> |                                                                                             |
|----------------------------------------|---------------------------------------------------------------------------------------------|
| Name of Form:                          | <b>FEDERAL NON-DEBARMENT CERTIFICATION</b>                                                  |
| Statutory Reference:                   | N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)                                                      |
| Description:                           | Meets statutory criteria for certification of non-debarment by a federal government agency. |

**Summary of the Certification Requirements under N.J.S.A. 52:32-44.1**

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local unit must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

**CERTIFICATION OF NON-DEBARMENT  
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

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.

| <b>PART I: VENDOR INFORMATION</b>                                       |  |
|-------------------------------------------------------------------------|--|
| Individual or Organization Name                                         |  |
| Address of Individual or Organization                                   |  |
| DUNS Code (if applicable)                                               |  |
| CAGE Code (if applicable)                                               |  |
| <b>Check the box that represents the type of business organization:</b> |  |

- 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 OF NON-DEBARMENT: Individual or Organization**

I hereby certify that the **individual or organization listed above in Part I** is not debarred by the federal government from contracting with a federal agency. 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.

|                       |  |        |  |
|-----------------------|--|--------|--|
| Full Name<br>(Print): |  | Title: |  |
| Signature:            |  | Date:  |  |

**PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization**

**Section A (Check the Box that applies)**

|                          |                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be. |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                           |  |
|-------------------------------------------|--|
| <b>Name of Individual or Organization</b> |  |
|-------------------------------------------|--|

|                                                          |  |
|----------------------------------------------------------|--|
| <b>Home Address (for Individual) or Business Address</b> |  |
|----------------------------------------------------------|--|

**OR**

|                          |                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be. |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Section B (Skip if no Business entity is listed in Section A above)**

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                                                          | Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be. |
| <b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b> |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Home Address (for Individual) or Business Address</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>OR</b>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>                                                          | No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.                                                                                                  |

| <b>Section C – Part III Certification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------|--|
| <p>I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the <b>Organization listed above in Part I</b> or, if applicable, owns greater than 50 percent of a parent entity of the <b>Organization listed above in Part I</b>. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>Town of Morristown</b> 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.</p> |  |        |  |
| Full Name (Print):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Title: |  |
| Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Date:  |  |

**Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**

**Section A**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be. |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Name of Business Entity | Business Address |
|-------------------------|------------------|
|                         |                  |
|                         |                  |
|                         |                  |

\*\*Add additional sheets if necessary\*\*

**OR**

|                          |                                                                                                                                                                                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | The <b>Organization listed above in Part I</b> does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company. |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Section B (skip if no business entities are listed in Section A of Part IV)**

|                          |                                                                                                                                                                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company). |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Name of Business Entity Controlled by Entity Listed in Section A of Part IV | Business Address |
|-----------------------------------------------------------------------------|------------------|
|                                                                             |                  |
|                                                                             |                  |
|                                                                             |                  |

\*\*Add additional Sheets if necessary\*\*

**OR**

|                          |                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company. |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Section C – Part IV Certification**

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. 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.

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