

**TOWN OF MORRISTOWN  
COUNTY OF MORRIS  
STATE OF NEW JERSEY**

**REQUEST FOR PROPOSALS**

**URBAN TREE INVENTORY OF PUBLICLY MANAGED STREET AND  
PARK TREES**

Sealed proposals should be received by the Business Administrator of the Town of Morristown, in the Town Offices located at 200 South Street, 2<sup>nd</sup> Floor, Room 239, Morristown, New Jersey 07963-0914, by no later than 4:00 p.m. on February 23, 2022 for the following:

**Requests for Proposals from vendors interested in providing Urban Tree Inventory of Publicly Managed Street and Park Trees for the Town of Morristown.**

Successful applicants will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration) N.J.S.A. 19:44A-20.5 (Business Entity Disclosure) and Local Pay to Play Ordinance O-2-87.

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Town of Morristown to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested. The requisite Disclosure Forms are attached hereto.

**TOWN OF MORRISTOWN**  
**REQUEST FOR PROPOSALS**

**URBAN TREE INVENTORY OF PUBLICLY MANAGED STREET AND PARK TREES**

**PURPOSE OF REQUEST**

The Town of Morristown and the Morristown Shade Tree Commission are soliciting cost proposals from tree professionals for the preparation of an urban tree inventory of publicly managed street and park trees. Specifically, we are looking to hire a tree professional (s) or professional tree company to gather data and establish a detailed inventory of around 4,000 trees that are located at various public facilities, parks and in the right of way of Morristown’s street network. The project will serve as a basis for maintenance planning and tracking of recommended tree activities. It will also help the Town of Morristown and the Shade Tree Commission understand our community forest composition so that we can make informed decisions when contemplating maintenance removal and tree planting.

The urban tree inventory is the first part of a two-part project with the first part funded by the NJUCF Stewardship Grant provided by the new Jersey Department of Environmental Protection and the Department of Urban and Community Forestry for this purpose. The second part is an educational component where it is anticipated that the data will be transferred from the consultant software into a Tree Plotter program for future data collection, forest management and educational purposes.

**TIME SCHEDULE**

The Town will follow the following timetable, which should result in a selection of a firm by February 11, 2022.

Date of Issuance	February 1, 2022
Submittal Deadline	February 23, 2022
Town Review and Recommendation	February 25, 2022
Town Council Consideration and Potential Approval	March 8, 2022

**I. CONSULTANT QUALIFICATIONS**

The successful tree professional(s) or company shall be experienced in collecting field data and preparing detailed inventories in the state of New Jersey. The forestry professional(s) should be a New Jersey Approved Forester, a New Jersey Licensed Tree Expert, a Society of American Forrester Certified Forester and an International Society of Arboriculture Certified Arborist or other professional who abides by the current forestry best management practices and arboriculture industry standards.

**II. SCOPE OF WORK**

**A. Tree Inventory Data Collection**

The tree consultant shall assess trees from the ground level with each tree being examined and notated utilizing the Tree Plotter software. The tree consultant must provide references from at least two (2) prior projects using the Tree Plotter software. The exact GPS coordinates of each tree shall be part of the data collected as set forth in the details below. All data must be uploaded onto the Town's Tree Plotter software. Shade Tree Commission members and town staff shall have the opportunity to accompany the consultant during the tree inspection process.

### **B. Data Fields**

The following characteristics and recommendation shall be recorded during the tree inspection process

- street address and GPS location X and Y GPS coordinates of trees stumps in recommended planting sites
- species botanical and common name
- diameter at breast height
- age class
- overall tree health condition (good fair poor or dead)
- tree defects (stress, structural problems, dead parts, broken branches, cracked decayed wood, diseases, root problems)
- name of person and date of recording information

### **C. Database**

The consultant shall upload the data collected and recommendations into the Town Tree Plotter software system database that can be easily accessed and updated by town staff and members of the Shade Tree Commission.

The Town of Morristown owns any data collected.

### **D. Final Report**

The consultant shall prepare a final report that includes

- 1) Executive summary: this portion of the final report will summarize the process and key findings of the urban forest inventory
- 2) Tree management report: this portion of the final report will provide a narrative and graphics such as charts to show inventory findings including species diversity, condition ratings, age distribution, and target ratings. It will also provide three management approach recommendations including prioritization of tree maintenance.
- 3) Urban tree inventory spreadsheet: tree inventory data spreadsheets shall be attached to the end of the report as an exhibit

### **E. Deliverables**

The following are required project deliverables upon project completion:

- 1) Two (2) color copies and one (1) electronic PDF of the final report.
- 2) One (1) electronic copy of the urban tree inventory spreadsheet in an Excel database. The Excel workbook must be unlocked so the values and formulas are editable.

- 3) All data from the inventory to be compiled on the Tree Plotter program and transferable to the Town of Morristown's Tree Plotter software.

**F. Project Completion Timeline**

The project as described herein must be completed by July 1<sup>st</sup> 2022.

**III. INSURANCE REQUIREMENTS**

The tree professionals shall provide a certificate of liability insurance to the Town of Morristown that shall be maintained during the life of the contract in the following amounts:

- Commercial General Liability: \$1,000,000
- Automobile Liability: \$1,000,000
- Worker's Compensation and Employer's Liability: \$1,000,000

**IV. CONSULTANT SELECTION PROCESS**

The Shade Tree Commission and the Town will review the proposals and select the most qualified firm based on a combination of following criteria: (1) Project Cost; (2) Qualifications of the specific individuals who will work on the project, including history of past projects and references; and (3) Ability to complete the project in the specified timeframe. The Shade Tree Commission will then make a recommendation to the Town Council who will award the contract to the selected tree professional consultant. The Town of Morristown reserves the right to complete the selection process without proceeding to an interview phase. The consultant selection process may result in the selection of a proposal that is not the lowest bidder. The Town of Morristown reserves the right to reject any and all proposals or to waive any informalities in the proposals that may be deemed necessary for the best interest of the Town. It is anticipated the contracts will be awarded within 60 days of proposals being unsealed.

**V. QUESTIONS REGARDING REQUEST FOR COST PROPOSALS**

Any and all questions regarding this request for cost proposals must be emailed to Jillian Barrick at [administrator@townofmorristown.org](mailto:administrator@townofmorristown.org) at least 10 calendar days prior to the submission due date. Please expect confirmation of email receipt. If you do not receive a confirmation email of your question within one business day, please contact the clerk at 972-292-6626. All responses to questions will be provided via email to all vendors who received a request for cost proposals. No oral interpretation and or clarification of meeting will be made.

**VI. PROPOSALS AND SIGNATURES**

**A. Cost Proposal**

The undersigned propose to furnish and deliver the goods and services pursuant to this request for cost proposals in the amount written below, and has the authority to sign contract agreements on

behalf of the company who is submitting this proposal. If the Morristown Council approves the award of contract to the undersigned, this document will serve as the contract between the Town and the selected consultant. Any changes to the scope of work or terms of this project will be in writing and signed by both parties

**COST PROPOSAL SCHEDULE OF BASE ITEMS:**

**DESCRIPTION:**

- 1. Tree inventory data collected for all street and park trees (4,000+) as described herein.  
**Cost Proposal: Unit Price** \_\_\_\_\_ **Extension** \_\_\_\_\_
- 2. Tree inventory final report; 2 hard color copies, 1 electronic PDF of entire report and 1 electronic copy of the database spreadsheet in the Tree Plotter program.  
**Cost Proposal: Unit Price** \_\_\_\_\_ **Extension** \_\_\_\_\_
- 3. Information procured on Tree Plotter software.  
**Cost Proposal: Unit Price** \_\_\_\_\_ **Extension** \_\_\_\_\_

**Total base proposal** Amount is: \_\_\_\_\_  
(amount written in numbers)

In the event of discrepancies in the figures in amounts written, the written word shall be binding. In the event of a discrepancy between unit prices and extended total of the unit prices shall prevail. It is a Shade Tree Commissions and the Towns preference that all 4,000+ publicly managed trees are included in this project.

**B. SIGNATURES**

In witness where of, the undersigned has caused this proposal will be executed as the day and year indicated below.

Name, title: \_\_\_\_\_ (printed or typed)

Company name: \_\_\_\_\_

Address \_\_\_\_\_

Phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## VIII. PROPOSAL SUBMISSION AND DEADLINE

Proposals must be enclosed in a sealed envelope. The name and address of the proposal addressed to **Jillian Barrick, Business Administrator, Morristown Townhall, RE: Urban Tree Cost Proposal, 200 South Street, Morristown, New Jersey, 07960**. And shall be delivered on or before the hour February 23, 2022 at 4:00pm accompanied by the following documents:

1. Proof of qualifications of the specific individuals who will work on the project. Name, title, and relevant experience/qualifications of staff who will be involved in performance of the assignment. Please provide examples of similar projects completed by your firm for other clients. Please provide references of past clients whom you've performed similar assignments.
2. A written statement on letterhead verifying that the tree professional will be able to complete the project within the required time frame specified here in.
3. Proof of insurance as specified here in.
4. Certified Non-Collusion Affidavit. See attached document.
5. Business Registration Certificate. A copy of the firm's business registration certificate (BRC), which can be obtained from the New Jersey division of revenue.
6. Business Entity Disclosure Certification (Appendix A)
7. Political Contribution Disclosure Form (Appendix B)
8. STOCKHOLDER DISCLOSURE CERTIFICATION (APPENDIX C)
9. American With Disabilities Act Of 1990 Acknowledgement Form (Appendix D)

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Morris

I (name of affidavit) \_\_\_\_\_,

residing in (the name of municipality) \_\_\_\_\_  
in the county of \_\_\_\_\_ in the state of \_\_\_\_\_ of full age, being duly sworn  
according to the law on my oath depose and say that:

I am (title or position) \_\_\_\_\_ of the firm (name of the firm) \_\_\_\_\_ and the vendor  
making this proposal for an Urban Inventory for the Town of Morristown, and that I executed the said  
proposal with full authority to do so that said vendor has not, directly or indirectly entered into any  
agreement, participated in any collusion, or otherwise taking any action in restraint of free, competitive  
bidding in connection with the above named project; and that all statements contained inside proposal  
and in this affidavit are true and correct, and made with full knowledge that the Town of Morristown  
relies upon the truth of the statements contained in said proposal and in the statements contained in this  
affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such  
a contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent  
feed, except bona fide employees or bona fide established commercial or selling agencies maintained  
by \_\_\_\_\_

Subscribed and sworn to before me this day

\_\_\_\_\_

Signature

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Notary public of \_\_\_\_\_

My commission expires \_\_\_\_\_

(seal)

**APPENDIX A**  
**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**PURSUANT TO CHAPTER 2, SECTION 2-87, PUBLIC CONTRACTING REFORM**  
**ORDINANCE, OF THE CODE OF TOWN OF MORRISTOWN, NEW JERSEY**  
**T O W N O F M O R R I S T O W N**

**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 Robert Iannaccone
Councilperson Stefan Armington	Councilperson David Silva
Councilperson Tawanna Cotten	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

**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_____.	_____ (Affiant)
My Commission expires: _____	8 _____ (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)

**APPENDIX B**  
**C. 271 POLITICAL CONTRIBUTION**  
**Public Agency Instructions**

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfn/menu.shtml](http://www.nj.gov/dca/lgs/lfn/menu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## 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:
  - o of the public entity awarding the contract
  - o of that county in which that public entity is located
  - o of another public entity within that county
  - o 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





**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.**

**APPENDIX C  
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:                              |
| Suscribed and sworn before me this ____ day of _____, 2____. |                                            |
| (Notary Public)                                              | _____<br>(Affiant)                         |
| My Commission expires:                                       | _____<br>(Print Name and Title of Affiant) |
| 15                                                           | (Corporate Seal)                           |

**APPENDIX D**

**AMERICANS WITH DISABILITIES ACT OF 1990  
ACKNOWLEDGEMENT FORM**

This form is an agreement of the successful Vendor's obligation to comply with the requirements of 42 U.S.C. §121.01 et seq., referred to as the Americans Disability Act of 1990.

The undersigned Vendor hereby acknowledges receipt of the Americans with Disabilities Act of 1990 found at Appendix B of this packet.

The undersigned Vendor hereby certifies that he/she is aware of the commitment to comply with the requirements of 42 U.S.C. §121.01 et seq. and agrees to furnish any required forms as evidence of compliance.

The undersigned Vendor further certifies that he/she understands that his/her proposal shall be rejected as non-responsive and any contract entered into shall be void and of no effect if said Vendor fails to comply with the requirements of 42 U.S.C. §121.01 et seq.

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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