

**TOWNSHIP OF HARDING  
BID PACKET**

**LAWN CARE AND LANDSCAPING SERVICES  
OF  
MUNICIPAL COMPLEX, MUNICIPAL PARKS  
AND  
MUNICIPAL OWNED PROPERTIES**

**SPECIFICATIONS FOR:  
2023 LAWN CARE AND RELATED SERVICES FOR VARIOUS  
TOWNSHIP PROPERTIES**

**TOWNSHIP OF HARDING  
MORRIS COUNTY  
STATE OF NEW JERSEY**

**NOTICE OF PUBLIC BID  
2023 LAWN CARE AND RELATED MAINTENANCE SERVICES FOR VARIOUS  
TOWNSHIP PROPERTIES  
TOWNSHIP OF HARDING  
COUNTY OF MORRIS  
STATE OF NEW JERSEY**

**NOTICE** is hereby given that sealed bids will be received by the Township of Harding for 2023 Lawn Care and related Maintenance Services for various Township properties at the Township of Harding Municipal Building, 21 Blue Mill Road, New Vernon, NJ 07976, on **Wednesday, March 8, 2023 at 10:00 a.m.** Prevailing Time.

Specifications and forms of bids, contract, and bond for proposed work, are available at the Office of the Township Clerk commencing on Thursday, February 16, 2023, between the hours of 8:30 am and 4:00 pm. Upon request prospective bidders will be furnished a copy of the specifications. Bid Specifications are posted on the Municipal Web Page: [www.hardingnj.org](http://www.hardingnj.org)

Bids must be made on Standard Proposal Forms in the manner designated herein and required by the specifications, must be enclosed in sealed envelopes, bearing the name and address of bidder and name of project on the outside addressed to Township of Harding, Purchasing Agent, 21 Blue Mill Road, New Vernon, NJ 07976 and must be accompanied by a certified check or bid bond for not less than ten (10%) percent of the amount bid, provided said check need not be more than \$20,000.00, nor shall not be less than \$500.00 and be delivered at the place on or before the hour named above.

The Standard Proposal Form and required documents to be submitted with the bid proposal are included with the Specifications. In accordance with N.J.S.A. 40A11-23.2, all contracts entered into with the Township of Harding, the contractor must be registered with the New Jersey Department of the Treasury, Division of Revenue and provide a business certificate with the bid. The contractor shall provide written notice to its subcontractors and supplier of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels of the project. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and poof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

The Contractor will comply with rules and regulations and orders promulgated by the New Jersey State Treasurer pursuant to N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 and will all provisions of the Local Public Contracts Law, N.J.S.A. 40A11-1 et. seq. and all rules and regulations promulgated thereunder, the provisions of which are incorporated herein by reference.

In accordance with N.J.S.A. 40A:11-15(45), the Township reserves the right to award by resolution two (2) one (1) –year extensions. The Township reserves the right to determine which contract will be awarded and the right to reject any or all bids and to waive any informality in any bid, as permitted or required by law.

**Andrew Fiore  
Purchasing Agent  
Township of Harding**

**TOWNSHIP OF HARDING  
BID PACKET**

**LAWN CARE AND LANDSCAPING SERVICES  
OF  
MUNICIPAL COMPLEX, MUNICIPAL PARKS  
AND  
MUNICIPAL OWNED PROPERTIES**

**TO BE SUBMITTED TO:**  
Vince DeNave:  
Harding Township Assistant Administrator  
21 Blue Mill Road  
New Vernon, NJ 07976

**SUBMIT BID BY: 10:00 a.m., Wednesday, March 8, 2023**

## WORK SPECIFICATIONS

- The Contractor shall provide all labor, equipment, and materials to provide the work as specified under “work specifications”.
- The properties that are to be maintained under this contract as follows:

PROPERTY	LOCATION
1. Memorial Park	Millbrook Road and Village Road
2. Bayne Park	Blue Mill Road
3. Barrett Field	Brook Drive South
4. Showgrounds	Sand Spring Lane
5. Municipal Building	21 Blue Mill Road
6. Gate House	110 Harter Road
7. Traffic Islands	(Map included)
8. Walking Path	21 Blue Mill Road and Bayne Park



## WORK SPECIFICATIONS

### QUOTE ITEM #1: MEMORIAL PARK

#### A. TURF CARE

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be scheduled to be mowed once a week, during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. **Memorial Park must be mowed during the week prior to Memorial Day.**
3. A standard cutting height of 3" will be used under normal weather conditions. Mowing height may be increased during periods of drought.
4. String trimming to include areas around all existing trees and shrubs. Also, around and under all benches, tables and fencing.
5. All fallen branches 3" diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

#### B. SPOT WEED CONTROL

1. Weed control of all required areas chemically and by hand. Areas include under benches and tables, plant beds and walk paths as required.
2. **Memorial Park paths will be weeded the week prior to Memorial Day.**
3. All beds throughout the park will be mulched and edged as required to maintain a neat appearance and maintain a depth of three (3) inches maximum. (The Township will provide mulch.) Provide one-time fee for mulch application.

#### C. TREE AND SHRUB CARE

1. Landscape trees and ornamentals will be pruned as needed during the season to remove dead wood and invasive growth.
2. All existing shrubs will be pruned to maintain shape and size as required.
3. All trimming will be done using a hand pruner.

#### D. SPRING CLEAN UP

1. Spring clean up to include the removal of accumulated leaves, sticks, and debris throughout Memorial Park.
2. **Memorial Park Spring Clean Up will be performed prior to Memorial Day.**
3. All debris will be removed from Memorial Park and disposed of properly.

#### E. FALL CLEAN UP

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout Memorial Park. Final fall clean-up will be performed after the majority of leaves have fallen.
2. All debris will be removed from Memorial Park, and disposed of properly.

#### F. STORM DAMAGE

1. Minor storm damage clean-up is included in this proposal.

## **QUOTE ITEM #2: BAYNE PARK**

### **A. TURF CARE**

1. Mowing, trimming and clean- up of all finished turf areas with power equipment and trimmers. All turf areas will be mowed once every two weeks during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease. (Wide band (2'-3') of field grasses on the Blue Mill Rd side of pond to be left "as is" during growing season)
2. A standard cutting height of 4-1/4" will be used under normal weather conditions. Mowing height may be increased during periods of drought.
3. String trimming to include areas around all existing trees and shrubs. Also around and under all benches, tables and fencing.
4. All f alien branches 3" diameter or smaller will be properly removed from property on scheduled day of lawn maintenance
5. **Mowing will be performed in such a manner as not to discharge grass clippings into or towards the streams, waterways or pond.**

### **B. SPOT WEED CONTROL**

1. Weed control of all required areas chemically and by hand. Areas include under benches and tables, plant beds and parking areas as required.

### **C. TREE AND SHRUB CARE**

1. Landscape trees and Ornamentals will be pruned as needed during the season to remove dead wood and invasive growth.

### **D. SPRING CLEAN-UP**

1. Spring clean up to include the removal of accumulated leaves, sticks and debris from throughout Bayne Park.
2. All debris will be removed from Bayne Park, and disposed of properly.
3. Center Island in parking area requires additional mulch to be placed when existing mulch depth is less than two (2) inches, not to exceed three (3) inches. Entrance sign area and center Island will be maintained as required to provide a neat appearance throughout the season. (The Township will provide the mulch.)
4. All dead growth along the stream from the pond dam inclusive of the spillway to the end of the park at the Blue Mill culvert shall be removed and properly disposed of from the property. All growth along the same will be trimmed at a height of 6" and properly removed from property prior to the growing season as determined by the Twp.'s DPW Superintendent.

### **E. FALL CLEAN UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout Bayne Park. Final fall clean-up will be performed after the majority of leaves have fallen.
2. Fallen Crab Apple leaves to be raked, bagged and removed.
3. All debris will be removed from Bayne Park and disposed of properly.
4. All growth along all streams and along the perimeter edge of the pond shall be cut back to a height of six (6) inches.
5. Perimeter pond Plantings- identified weeds and invasive growth removed.

### **F. STORM DAMAGE**

1. Minor storm damage clean-up is included in this proposal.

### **G. GENERAL**

1. Stone lot will be graded as needed to maintain safe passage at all times.

## **QUOTE ITEM #3: BARRETT FIELD**

### **A. TURF CARE**

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be mowed once every two weeks during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. A standard cutting height of 3" will be used under normal weather conditions. (2" turf height during soccer season)
3. Mowing height may be increased during periods of drought.
4. This proposal includes lawn areas along Brook Drive South to end of the Post and Rail fence. Lawn areas from the entrance drive to and including Baileys Mill Road ending at the Fire House.
5. All fallen branches 3" diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

### **B. SPOT WEED CONTROL**

1. Weed control of all required areas chemically and by hand.

### **C. SPRING CLEAN UP**

1. Spring clean-up to include the removal of accumulated leaves, sticks and debris from throughout Barrett Field complex.
2. All debris will be removed from Barrett Field complex and disposed of properly.
3. Spot weed control to include the infield of the ballfield at the direction of the Twp.'s DPW Superintendent.

### **D. FALL CLEAN UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout Barrett Field complex. Final fall clean-up will be performed after the majority of leaves have fallen.
2. All debris will be removed from the Barrett Field complex and disposed of properly.

### **E. STORM DAMAGE**

1. Minor storm damage clean- up is included in this proposal.

### **F. GENERAL**

1. Stone lot will be graded as needed to maintain safe passage at all times.



## **QUOTE ITEM #4: SHOWGROUNDS**

### **A. TURF CARE**

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be mowed once every two weeks every two weeks during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. A standard cutting height of 3" will be used under normal weather conditions.
3. Mowing height may be increased during periods of drought.
4. All fallen branches 3" diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

### **B. SPOT WEED CONTROL**

1. Weed control of all required areas chemically and by hand.

### **C. SPRING CLEAN UP**

1. Springs clean up to include the removal of accumulated leaves, sticks and debris from throughout show grounds area.
2. All debris will be removed from the show grounds and disposed of properly.

### **D. FALL CLEAN UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout show grounds area.
2. Final fall clean-up will be performed after the majority of leaves have fallen.
3. All debris will be removed from the show grounds, and disposed of properly.

### **E. STORM DAMAGE**

1. Minor storm damage clean-up is included in this proposal.

## **QUOTE ITEM #5: MUNICIPAL BUILDING**

### **A. TURF CARE**

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be scheduled to be mowed once a week during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. A standard cutting height of 3" will be used under normal weather conditions. Mowing height may be increased during periods of drought.
3. String trimming to include areas around all existing trees and shrubs. Also, around and under all benches, tables and fencing and walks.
4. All fallen branches 3" diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

### **B. SPOT WEED CONTROL**

1. Weed control of all required areas chemically and by hand. Areas include under benches and tables, plant beds and mulch beds on parking lot.
2. All beds throughout the property will mulched and edged as required to maintain a neat appearances and maintain a depth of three (3) inches maximum. (The Township will provide the mulch.) Provide on-time fee for mulch application.

### **C. TREE AND SHRUB CARE**

1. Landscape trees and ornamentals will be pruned as needed during the season to remove dead wood and invasive growth. All existing shrubs will be pruned to maintain shape and size as required.
2. All trimming will be done using a hand pruner.

### **D. SPRING CLEAN UP**

1. Spring clean up to include the removal of accumulated leaves, sticks and debris from throughout the property. All debris will be removed from the property and disposed of properly.

### **E. FALL CLEAN UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout the property. Final fall clean-up will be performed after the majority of leaves have fallen. All debris will be removed from the property and disposed of properly.

### **F. STORM DAMAGE**

1. Minor storm damage clean-up is included in this proposal.



## **QUOTE ITEM #6: GATE HOUSE (110 Harter Road.)**

### **A. TURF CARE**

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be scheduled to be mowed once a week during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. A standard cutting height of 3" will be used under normal weather conditions. Mowing height may be increased during periods of drought.
3. String trimming to include areas around all existing trees and shrubs. Also, around and under all benches, tables and fencing.
4. All fallen branches 3"diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

### **B. SPRING CLEAN-UP**

1. Spring clean-up to include the removal of accumulated leaves, sticks and debris from throughout the property.
2. All debris will be removed from the property and disposed of property.

### **C. FALL CLEAN-UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout the property. Final fall clean-up will be performed after the majority of leaves have fallen.
2. All debris will be removed from property and disposed of property.

## **QUOTE ITEM #7: TRAFFIC ISLANDS (various-map included)**

### **A. TURF CARE**

1. Mowing, trimming and clean-up of all finished turf areas with power equipment and trimmers. All turf areas will be scheduled to be mowed once a week during growing season. During cool and wet weather, mowing frequency may increase. During hot, dry weather, mowing frequency may decrease.
2. A standard cutting height of 3" will be used under normal weather conditions. Mowing height may be increased during periods of drought.
3. String trimming to include areas around all existing trees and shrubs.
4. All fallen branches 3"diameter or smaller will be properly removed from property on scheduled day of lawn maintenance.

### **B. SPRING CLEAN UP**

1. Spring clean-up to include the removal of accumulated leaves, sticks and debris from throughout the property.
2. All debris will be removed from the property, and disposed of properly.

### **C. FALL CLEAN UP**

1. Fall clean up to include the removal of accumulated leaves, sticks and debris from throughout the property. Final fall clean-up will be performed after the majority of leaves have fallen.
2. All debris will be removed from property and disposed of properly.

**QUOTE ITEM #8: WALKING PATH (perimeter turf)**

**A. TURF CARE**

1. Mowing of Walking Path perimeter grass minimum 6 feet wide along entire path length.

**B. SPOT VEGETATION CONTROL**

1. All vegetation (weeds/grasses) within path shall be removed as needed.
2. Vegetation removal will be performed without the use of any herbicides.
3. All debris will be removed from property and disposed of properly.

## **SPECIAL PROVISIONS**

1. Memorial Park, landscaping services, including Turf Care, Spot Weed Control, and clean-up of grounds must be performed during the week before Memorial Day.
  
2. Contractor must provide a schedule of all services to the DPW Superintendent at least two (2) days prior to performing work. All mowing occurrences are an estimate, and the actual number of cuts performed for each property will be determined and authorized by the DPW Superintendent. Any variation to the specified schedule of mowing as directed under Turf Care (A) must be approved by the DPW Superintendent prior to service. All other services require prior authorization.

**QUOTE ITEM #1: MEMORIAL PARK**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> (Per occurrence)	\$ _____	_____
<b>B. SPOT WEED CONTROL:</b> (As required)	\$ _____	_____
<b>MULCH:</b>	\$ _____	_____
<b>C. TREE AND SHRUB CARE:</b>	\$ _____	_____
<b>D. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>E. FALL CLEAN-UP:</b>	\$ _____	_____
<b>F: STORM DAMAGE:</b>	\$ _____	_____



**QUOTE ITEM #2: BAYNE PARK**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> (Per occurrence)	\$ _____	_____
<b>B. SPOT WEED CONTROL:</b> (As required)	\$ _____	_____
<b>C. TREE AND SHRUB CARE:</b>	\$ _____	_____
<b>D. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>E. FALL CLEAN-UP:</b>	\$ _____	_____
<b>F. STORM DAMAGE:</b>	\$ _____	_____
<b>G. GENERAL:</b>	\$ _____	_____

**QUOTE ITEM #3: BARRETT FIELD**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> <b>(Per occurrence)</b>	\$ _____	_____
<b>B. SPOT WEED CONTROL:</b> <b>(As required)</b>	\$ _____	_____
<b>C. TREE AND SHRUB CARE:</b>	\$ _____	_____
<b>D. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>E. FALL CLEAN-UP:</b>	\$ _____	_____
<b>F: STORM DAMAGE:</b>	\$ _____	_____
<b>G. GENERAL:</b>	\$ _____	_____

**QUOTE ITEM #4: SHOWGROUNDS**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> <b>(Per occurrence)</b>	\$ _____	_____
<b>B. SPOT WEED CONTROL:</b> <b>(As required)</b>	\$ _____	_____
<b>C. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>D. FALL CLEAN-UP:</b>	\$ _____	_____
<b>E: STORM DAMAGE:</b>	\$ _____	_____

**QUOTE ITEM #5: MUNICIPAL BUILDING**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> (Per occurrence)	\$ _____	_____
<b>B. SPOT WEED CONTROL:</b> (As required)	\$ _____	_____
<b>MULCH:</b>	\$ _____	_____
<b>C. TREE AND SHRUB CARE:</b>	\$ _____	_____
<b>D. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>E. FALL CLEAN-UP:</b>	\$ _____	_____
<b>F: STORM DAMAGE:</b>	\$ _____	_____

**QUOTE ITEM #6: GATE HOUSE (110 Harter Road)**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> (Per occurrence)	\$ _____	_____
<b>B. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>C. FALL CLEAN-UP:</b>	\$ _____	_____



**QUOTE ITEM #7: TRAFFIC ISLANDS**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> <b>(Per occurrence)</b>	\$ _____	_____
<b>B. SPRING CLEAN-UP:</b>	\$ _____	_____
<b>C. FALL CLEAN-UP:</b>	\$ _____	_____

**QUOTE ITEM #8: WALKING PATH**

	<b>FIGURE</b>	<b>WRITTEN IN FULL</b>
<b>A. TURF CARE:</b> <b>(Per occurrence)</b>	\$ _____	_____
<b>B. SPOT VEGETATION</b> <b>CONTROL:</b>	\$ _____	_____
<b>C. FALL CLEAN-UP:</b>	\$ _____	_____

## TRAFFIC ISLANDS

1. Bailey's Mill Rd/Lees Hill Rd (Grass)
2. Orchard Drive (Grass)
3. Van Beuren Rd/ Blue Mill Rd (Grass)
4. Flagpole- (Traffic Light) (Grass)
5. Margetts Rocks- Blue Mill Rd (Grass)
6. Red Gate Rd/ Blue Mill Rd (Grass)
7. White Deer Cul-De-Sac (Grass)
8. Cherry Lane/Dicksons Mill Rd (Grass/Mulch)
9. Miller Rd/Woodland (Grass)
10. Woodland/Meyersville (Grass)
11. DPW/Village Parking Lot (Grass)





**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CONTRACT / BID SOLICITATION TITLE** \_\_\_\_\_

**CONTRACT / BID SOLICITATION No.** \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

☐ I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

☐ I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

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*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.



***HARDING TOWNSHIP***

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

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the < >  
has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L.  
2004, c. 19 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 < *Township Of Harding* > as defined pursuant to N.J.S.A. 19:44A-  
3(p), (q) and (r).

Timothy D. Jones, Mayor	Christopher Yates, Committee Member
Nicole Lacz, Committee Member	Rita Chipperson, Deputy Mayor
Nicolas Platt, Committee Member	

**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

<b>Name of Stock or Shareholder</b>	<b>Home Address</b>

**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)

***HARDING TOWNSHIP***

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

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.

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**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)



**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as 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 bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

|                                          |                                      |
|------------------------------------------|--------------------------------------|
| Name _____                               | Relationship to Bidder/Offeror _____ |
| Description of Activities _____<br>_____ |                                      |
| Duration of Engagement _____             | Anticipated Cessation Date _____     |
| Bidder/Offeror Contact Name _____        | Contact Phone Number _____           |

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

| STANDARD BID DOCUMENT REFERENCE |                                                                                                                                                                                                                                                |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | Reference: VII-H                                                                                                                                                                                                                               |
| Name of Form:                   | <b>NON-COLLUSION AFFIDAVIT</b>                                                                                                                                                                                                                 |
| Statutory Reference:            | No specific statutory reference<br>State Statutory Reference N.J.S.A. 52:34-15                                                                                                                                                                 |
| Instructions Reference:         | Statutory and Other Requirements VII-H                                                                                                                                                                                                         |
| Description:                    | The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding. |

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

ss:

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon  
the truth of the statements contained in said Proposal  
(name of contracting unit)

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 contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by  
\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

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

My Commission expires \_\_\_\_\_

(Seal)



# 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."





TOWNSHIP OF HARDING

**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 Clerk

Sheriff

{County Executive}

Surrogate

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

**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.**

TOWNSHIP OF HARDING  
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)                                               | (Affiant)                       |
| My Commission expires:                                        | _____                           |
|                                                               | (Print name & title of affiant) |
|                                                               | (Corporate Seal)                |