

**SPECIFICATIONS
FOR
CITY OF PLAINFIELD
UNION COUNTY, NEW JERSEY
COMPREHENSIVE HOUSING ASSISTANCE PROGRAM
(CHAP)**



REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

COMPREHENSIVE HOUSING ASSISTANCE PROGRAM (CHAP)

THE CITY OF PLAINFIELD WILL RECEIVE SEALED PROPOSALS FOR **COMPREHENSIVE HOUSING ASSISTANCE PROGRAM (CHAP)**. ALL AS SHOWN DETAILED IN THESE SPECIFICATIONS, UNTIL 11:00 A.M. PREVAILING LOCAL TIME ON WEDNESDAY, OCTOBER 19, 2016, AT THE PURCHASING DIVISION, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY 07061, AT WHICH TIME AND PLACE ALL BIDS WILL BE PUBLICLY OPENED AND READ ALOUD.

THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONTRACT DOCUMENTS, INCLUDING ANY TECHNICAL SPECIFICATIONS WHICH ARE ON FILE WITH **THE CITY PURCHASING AGENT, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY, 07061.**

ATTENTION IS CALLED TO THE FACT THAT NOT LESS THAN THE MINIMUM SALARIES AND WAGES AS SET FORTH IN THE CONTRACT DOCUMENTS MUST BE PAID ON THIS PROJECT AND THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 AS WELL AS THE AFFIRMATIVE ACTION REQUIREMENTS OF THE CITY OF PLAINFIELD. SUCH REQUIREMENTS ARE INCLUDED IN THE PROPOSAL DOCUMENTS.

THE CITY OF PLAINFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE DEFECTS OR INFORMALITIES IN BIDS, OR TO ACCEPT ANY BID AS IT SHALL DEEM FOR THE BEST INTEREST OF THE CITY OF PLAINFIELD, NEW JERSEY.

BIDS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60) CALENDAR DAYS FROM THE DATE OF OPENING OF THE PROPOSALS FOR THE PURPOSE OF REVIEWING THE PROPOSALS AND INVESTIGATING THE QUALIFICATIONS OF THE VENDORS PRIOR TO AWARDING OF THE CONTRACT.

BE ADVISED THAT FEDERAL FUNDS THROUGH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANTS ARE BEING UTILIZED IN THIS PROJECT. BY VIRTUE OF EXECUTIVE ORDER #34 (1976) VENDORS CURRENTLY SUSPENDED, DEBARRED, OR DISQUALIFIED ARE EXCLUDED FROM PARTICIPATION ON THIS PROJECT.

**CINDYLEA K. WEBER
PURCHASING AGENT
CITY OF PLAINFIELD N.J.**

**REQUEST FOR PROPOSALS
HOUSING REHABILITATION SERVICES**

**FOR THE
COMPREHENSIVE HOUSING ASSISTANCE PROGRAM (CHAP)
CITY OF PLAINFIELD
UNION COUNTY, NJ**

SCOPE OF SERVICES

The City of Plainfield is seeking proposals and statements of qualifications from consulting firms with experience in providing Housing Rehabilitation Services under the Comprehensive Housing Assistance Program (CHAP), which is funded by federal dollars through the Community Development Block Grant.

The Scope of work consists of the following:

For a contract period of about ten (10) months, to begin on or about December 1, 2016, and ending no later than August 31, 2017 unless the City of Plainfield and the consultant agree to extend this project for an additional four (4) month period effective to December 31, 2017. The consultant shall, as directed by the City, provide the City with the following services:

Provide for a marketing plan to generate qualified applicants to participate in the CHAP with special emphasis on outreach to the West End neighborhoods, screen and qualify applicants, process loan documents, inspect work; prepare work specifications and cost estimates, obtain contractor's insurance documents and qualifications; initiate commencement of work; periodic inspection of work sites, prepare partial and final payment vouchers, maintain records, prepare monthly progress reports, and record mortgages.

I. The following further delineates the day to day functions of the housing rehabilitation program:

- Prepare and submit advertisements to local newspaper and other media.
- Prepare and distribute flyers to advertise the program.
- Receive and review applications for assistance.
- Make appropriate credit checks.
- Schedule interview dates with participating applicants.
- Maintain a control log to track every phase of application from eligibility determination through lien recordation, including scheduling of timely compliance inspections.
- Interview applicants and explain type of rehabilitation assistance available.
- Provide advice and counseling to applicants on the purpose of a rehabilitation financing program.
- Prepare applicant documents including verification of income, employment, ownership, credit check records, analysis of debt capacity, and related information.
- Prepare case materials and documents for approval by the City.
- Process rehabilitation loans after selection of recipients.
- Provide liaison with the City on behalf of selected applicants.
- Inspect premises and prepare specifications and cost estimate.
- Provide for competitive bidding by contractors, subject to City review.
- Provide for contractor agreements between homeowner and contractor, subject to City review.
- Maintain contractor records including insurance certifications.
- Perform construction inspections for satisfactory completion and final acceptance.
- Provide for project payoff for work completed using an approved punch list and approved system of payoffs.
- Provide for final inspection of work completed and contractor guarantees.
- Provide and maintain program fiscal and accounting records as required by the Office of Community Development.
- Prepare monthly progress reports to the City.
- Make recommendations as appropriate to improve program efficiency and effectiveness.
- Prepare required annual reporting documents for submission to Union County.
- Prepare documents for loan closing as applicable including mortgage, promissory note and notice of right of rescission.

- File mortgages with Union County Recording Office immediately after final payment and close-out, and forward original loan documents to the City for retention. file
 - Provide the Division with the original client file when the file is closed out.
 - Provide before and after photographs of each housing unit serviced.
 - Perform other functions necessary to effectively administer the program.
- II. The selected firm will act as the agent for the City of Plainfield with respect to all aspects of the Comprehensive Housing Assistance Program, including gathering financial and other relevant information from applicants and making timely recommendations to the City concerning such requests.
- III. Services shall be provided in accordance with the City of Plainfield CHAP Housing Policy and Procedures Manual, the U.S. Department of Housing and Urban Development (HUD), the Residential Lead-Based Paint Hazard Act of 1992 (Title X), and all other applicable federal, State and local codes and energy conservation measures. The contractor represents that he is familiar with the Housing Quality Standards (HQS) of the U.S. Department of Housing and Urban Development and the National Building Code (BOCA). If awarded a contract to perform these services, the consultant must also become familiar with the City of Plainfield's Property Maintenance Code. All case file documentation, standards, specifications, and estimates prepared by the consultant will meet the above codes and regulations.
- IV. It is anticipated that a minimum of eleven (11) dwelling units, primarily single-family (one to three unit dwellings) owner-occupied residences, will be rehabilitated under the contract. An estimated average of \$24,999 per unit will be expended on construction hard costs. The funding source is the Community Development Block Grant Program Year 42.
- V. The contractor and the City of Plainfield, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

VI. All proposals must meet equal employment opportunity requirements, pursuant to N.J.S.A. 10:5-31 et seq., as amended and N.J.A.C. 17:27-5.2. During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, any one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

VII. The consultant must submit the following with his/her proposal:

1. Evidence of experience in construction rehabilitation programs, especially HUD programs involving moderate rehabilitation;
2. Names and phone numbers of three references for similar work performed;
3. Description of consultant's capacity to perform the volume and kind of services as specified in this request for a contract period to begin on or about December 1, 2016;
4. A sample of a completed case file that would meet federal requirements under the Community Development Block Grant Program. The case file can be that of either a closed or fictitious case. If the case file is that of an actual client, the file must be presented so as to protect client confidentiality;
5. Two examples of past performance concerning the preparation of a specification package, and a cost estimate relative to housing rehabilitation projects. One of the two examples must be relative to a one-family dwelling;
6. Evidence of NJ state lead certification and/or Lead Safe Work Practices certification as stated in 24 CFR Part 35.1330;
7. A consumer marketing plan to solicit homeowner participation in the CHAP;
and
8. Provide a single total fee for the total cost of undertaking the program (see RFP packet for the applicable form).

VIII. Selection Criteria: A contract award will be recommended for the most responsible firm whose proposal is deemed most advantageous to the _____ program having the greatest rating points as follows:

1. Experience in construction rehabilitation program, particularly with moderate rehabilitation under HUD programs.
2. Quality of past performance, as evidenced by such documentation as examples of specification packages and cost estimates, completed case file that meets federal requirements under CDBG, and reference checks.
3. Capacity to perform the volume and type of services indicated for a contract period to begin on or about December 1, 2016.
4. Price.
5. Past experience in market outreach and a plan to market the CHAP to solicit participation.

XI. All proposals must include positive responses to all the requirements contained within this request.

X. All proposals shall be submitted to the Purchasing Division, 515 Watchung Avenue, Plainfield, NJ 07060, no later than 11:00 AM, Wednesday, October 19, 2016. No proposals shall be accepted after this deadline. No oral or FAX transmissions will be accepted. Incomplete proposals will be deemed non-responsive.

Any questions or inquiries shall be directed to the Purchasing Agent, CindyLea Weber, in writing, at cindylea.weber@plainfieldnj.gov.

The City of Plainfield reserves the right to reject any or all proposals or to waive any informality in the proposals.

Required
By owner

Submission Requirement

Initial each entry
and if required sign and
Submit the item

[*]	One original package and one CD or (3) three copies with signatures		
[*]	Owner/Stockholder Disclosure Certification		
[*]	Pay to Play Disclosure		
[*]	Non-Collusion Affidavit		
[*]	RFP Proposal Form, Initialed		
[*]	Receipt of Addendum		
[*]	Mandatory Affirmative Action Language, Signed		
[*]	Americans with Disabilities Act of 1990 Language		
[*]	References & Status of Present Contracts		
[]	Prevailing Wage		
[*]	Business Registration Certificate (Before Award of Bid)		
[*]	Disclosure of Investment Activities in Iran		
[]	Equipment Certification		
[]	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)		
[]	Public Works Contractor Certificate		
[.]	Consent of Surety (with Power of attorney for full amount of Bid Price)		
[]	Letters of Intent		
[]	Letters of Proposal		

**City of Plainfield
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:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> 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)

**City of Plainfield
NON-COLLUSION AFFIDAVIT**

County of _____

ss:

I, _____ residing in _____

(name of municipality)

(name of affiant)

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)

City of Plainfield

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

Acknowledge Receipt
(initial)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

**City of Plainfield
RFP PROPOSAL FORM**

_____ Comprehensive Housing Assistance Program

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

_____ Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

**City of Plainfield
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

City of Plainfield
APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Plainfield, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have

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Subscribed and sworn before me this ____ day of _____, 20____ . _____
 (Affiant)

(Notary Public) _____
 (Print name & title of affiant)

My Commission expires: _____
 (Corporate Seal)

BID DOCUMENT REFERENCE

Name of Form:	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference	Statutory and Other requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1104), 2005-12 (4127/05) and on the Division web site at www.nj.gov/dca/lgs/lpcl/ These resources and a Frequently Asked Questions resource should be consulted when question arise.

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

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS .M..U.S.I_ 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 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" BUTION.

Name _____ Relationship to Bidder/Offeror _____
Description of Activities _____
Duration of Engagement _____ Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____ Contact Phone Number _____

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: I shall am authorized to execute this certification on behalf of the bidder; that the State of New Jersey 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 the State to notify the State 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Title:

Date:

CHRIS CHRISTIE
Governor



State of New Jersey

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P.O. Box 039
TRENTON, NEW JERSEY 08625-0039

JIGNASA DESAMCCLEARY
Director

Telephone (609) 292-4886/ Facsimile (609) 984-2575

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Bank MarkazIran (Central Bank of Iran)	19.	Kingdream PLC
2.	Bank Mellat	20.	Maire Tecnimont SpA
3.	Bank Melli Iran	21.	Naftiran Intratrade Company (NICO)
4.	Bank Tejarat	22.	Oil and Natural Gas Corporation (ONGC)
5.	National Iranian Tanker Company (NITC)	23.	Ollindfa Umfted
6.	Amona	24.	Persia International Bank
7.	Bank Saderat PLC	25.	PetroChina Company, Ltd.
8.	Bank Sepah	26.	Petroleos de Venezuela (PDVSA Petr61eo, SA)
9.	Belaz	27.	Sameh Arzar Tajak Co. (SATCO)
10.	Belneftkhim (Belarusneft)	28.	Schwing America Inc.
11.	China International United Petroleum & Chemicals Co., Ltd. (Unlpec)	29.	Shandong FIN CNC Machine Company, Ltd.
12.	China National Offshore Oil Corporation (CNOOC)	30.	Sinohydro
13.	China National Petroleum Corporation (CNPC)	31.	SK Energy
14.	China National Unild Oil Corporation (China Oil)	32.	SKS Ventures
15.	China Petroleum & Chemical Corporation (Sinopec)	33.	Som Petrol AS
16.	China Precision Machinery Import-Export Corp. (CPMIEC)	34.	Sonangol
17.	Grimley Smith Associates	35.	Zhuhai Zhenrong Company
18.	Indian Oil Corporation		

List Date: February 3, 2015

[Insert date]

City of Plainfield
Attention: CindyLea Weber
Purchasing Agent
515 Watchung Avenue
Plainfield, New Jersey 07060

Dear Ms. Weber

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals(RFP), issued by the City of Plainfield ("City"), returnable October 19, 2016 in connection with the City's need for C.H.A.P. (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 City'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 therefrom 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 City.
5. (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.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the

City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the RFP for C.H.A.P. 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)

Dated: _____ (Type Name of Firm)*

*If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.

APPENDIX B

LETTER OF

PROPOSAL

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

[insert date]

City of Plainfield
Attention: CindyLea K. Weber, RPPO, QPA
515 Watchung Avenue
Plainfield, New Jersey 07060

Dear Ms. Weber,

The undersigned have reviewed our Proposal Statement submitted in response to the Request for Proposals (RFP) issued by the City of Plainfield ("City"); Returnable October 19th, 2016 in connection with the City's need for C.H.A.P.

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 express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the space provided below. If a joint venture, the appropriate officers of each company shall sign).

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)