

# **TOWNSHIP OF LAWRENCE**

## **REQUEST FOR PROPOSALS (RFP)**

**LEASE**

**OF**

**MUNICIPAL FACILITY**

**(Lawrence Neighborhood Center – Eggerts Crossing Road)**

**RFP #: LT-2026-\_\_**

**Issue Date: June 23, 2026**

**Proposal Due Date: August 25, 2026, at 12:00 PM (Eastern Time)**

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## **1 INTRODUCTION AND SUMMARY OF THE RFP**

### **1.1 PURPOSE AND INTENT**

The Township of Lawrence ("Township") is requesting proposals from qualified nonprofit organizations to lease and operate a Township-owned facility formerly commonly known as "The Lawrence Neighborhood Center," located at 295 Eggerts Crossing Road, Lawrence Township, New Jersey. This facility was last occupied and used primarily by Homefront, Inc.

The structure is two stories tall, measuring 38 ft. Actual Building Area (Existing): Basement = 3,067 SF, First floor = 10,037 SF, Second floor = 2,760 SF, Total = 14,695 SF. See attached floor plans as Appendix A.

The Township seeks to enter into a lease agreement with a nonprofit organization that will:

- Provide community-focused programming and services;
- Maintain and operate the facility in a safe and responsible manner; and
- Ensure the facility serves as an accessible and beneficial resource to Township residents.
- Allow use by the Lawrence Township Recreation Department and other local non-profit organizations, from time to time, for programs/events/meetings.

NOTE: This RFP is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.5 et seq

### **1.2 BACKGROUND**

The subject property is located at: 295 Eggerts Crossing Rd, Lawrence Township, NJ 08648

The facility:

- Was previously occupied by the non-profit organization Homefront, Inc.;
- Is currently vacant and available; and
- Is owned and maintained by the Township of Lawrence.

The Township desires that the successful respondent use the facility in ways that enhance **community engagement and provide meaningful services to residents**, including, but not limited to, **youth and family support, education and personal development, and community social services**.

### **1.3 CONTRACT STRUCTURE**

The Township anticipates awarding one (1) lease agreement to the successful respondent. The Township further encourages the successful respondent to allow other non-profit groups or organizations that serve the community access and use of the building on agreeable days and times. However, in no event may any for-profit or non-profit group, organization, or entity use the facility as its primary and permanent office location or address. All subleases will be subject to Township approval. The successful respondent shall be required to appear at a regularly scheduled council meeting each year to provide a report on the program and operations at the facility, and as may be necessary. The anticipated lease term is five (5) years, with two (2) additional years of renewal.

### **1.4 RESERVATION OF RIGHTS**

The Township reserves the right to:

- Reject any or all proposals;
- Waive non-material defects, minor informalities or irregularities;
- Request clarification or additional information from respondents;
- Negotiate with one or more respondents;
- Request best and final offers;
- Cancel/Reissue RFP;
- Terminate negotiations;
- Seek clarification without obligation

## **2 PRE-PROPOSAL INFORMATION**

### **2.1 QUESTION AND ANSWER PERIOD**

All questions regarding this RFP must be submitted in writing to: **Kevin P. Nerwinski, Esq., Municipal Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648. Email is knerwinski@lawrencetwp.com.**

Deadline for questions: June 30, 2026

Responses will be issued via addendum and made available to all prospective respondents.

### **2.2 ADDENDA**

Any revisions or clarifications to this RFP will be issued by addendum. Respondents are responsible for monitoring and acknowledging all addenda issued. Only written addenda issued by the Township shall be binding.

### **2.3 SITE VISIT**

An optional site visit will be held as follows:

- Date: July 20, 2026
- Time: 12:00 PM
- Location: 295 Eggerts Crossing Road, Lawrence Township, New Jersey 08648

The purpose of the site visit is to allow respondents to inspect the facility. No substantive questions will be answered during the site visit. Please call the Manager's Office in advance to inform them of your intentions to attend the site visitation.

NOTE: The Township is the recent recipient of a \$500,000 federal grant for upgrades to the facility. These funds will be used to make the facility's front entrance ADA-compliant. Furthermore, the Township is committed to working with the successful respondent to make further capital improvements to the facility.

## **3 PROPOSAL SUBMISSION REQUIREMENTS**

### **3.1 PROPOSAL SUBMISSION**

Proposals must be received by:

**August 25, 2026, at 12:00 pm at 2207 Lawrence Road, Lawrence Township, NJ, at the Municipal Manager's Office.**

Submission method: **Physical Delivery**

Late submissions will not be considered.

### **3.2 RESPONDENT RESPONSIBILITY**

Respondents are solely responsible for:

- Reviewing all RFP requirements;
- Ensuring complete and timely submission; and
- All costs incurred in preparing the proposal.

### **3.3 PROPOSAL CONTENT**

Proposals shall include the following sections:

### **3.3.1 ORGANIZATIONAL OVERVIEW**

- Organization name, address, and contact information
- Proof of nonprofit status (e.g., 501(c)(3))
- Mission statement and history
- Organizational structure and key personnel

### **3.3.2 PROPOSED USE OF FACILITY**

Respondent shall provide a detailed description of how the facility will be used, including:

- Types of programs and services to be offered
- Target populations to be served
- Anticipated schedule of operations
- Alignment with community needs

### **3.3.3 COMMUNITY IMPACT**

Respondent shall describe:

- Benefits to Township residents
- Accessibility and inclusivity of programming
- Partnerships with local organizations or stakeholders

### **3.3.4 OPERATIONS PLAN**

Respondent shall provide:

- Hours of operation
- Staffing plan
- Security and supervision
- Maintenance and janitorial approach

### **3.3.5 FINANCIAL PROPOSAL**

Respondent shall provide:

- Proposed rent (monthly or annual)
- Operating budget for the facility
- Funding sources (grants, donations, program revenue)

### **3.3.6 ORGANIZATIONAL EXPERIENCE**

Respondent shall provide:

- Experience managing similar facilities or programs
- References (minimum of two)

### **3.3.7 COMPLIANCE AND INSURANCE**

Respondent shall provide:

- Evidence of ability to obtain required insurance (See 5.5 for full requirements);
- Statement of compliance with applicable laws and regulations;
- NJ Law Against Discrimination compliance;
- Title VI/Federal Non-Discrimination compliance;
- Accessibility obligations for programming.

## **4 SCOPE OF USE AND SERVICES**

### **4.1 GENERAL REQUIREMENTS**

The selected respondent shall:

- Operate and program the facility consistent with its approved proposal;
- Maintain the premises in good condition;
- Comply with all applicable federal, state, and local laws; and
- Coordinate with the Township regarding major operational changes.

### **4.2 PERMITTED USE**

Use of the facility must:

- Serve a public or community-oriented purpose;
- Be consistent with the respondent's proposal; and
- Be approved by the Township.

### **4.3 PROHIBITED USE**

The following uses are prohibited:

- Any unlawful activity;
- Activities posing safety risks or excessive liability;
- Uses inconsistent with community benefit.

## **5 LEASE TERMS AND CONDITIONS**

### **5.1 LEASE AGREEMENT**

The selected respondent will enter into a formal lease agreement with the Township.

### **5.2 RENT**

Rent shall be:

- Proposed by the respondent; and
- Subject to negotiation and Township approval.

The Township may consider reduced or adjusted rent based on demonstrated community benefit.

### **5.3 TERM**

The lease term is anticipated to be FIVE (5) YEARS, with renewal options for two (2) additional years at the Township's discretion.

### **5.4 MAINTENANCE AND UTILITIES**

Responsibilities for:

- Maintenance
- Repairs
- Utilities

Will be defined in the final lease agreement.

## **5.5 INSURANCE**

The selected respondent shall maintain appropriate insurance coverage, including but not limited to:

- General liability insurance, adding the Township of Lawrence as an additional insured for not less than \$5million.
- Property insurance, adding the Township of Lawrence as an additional insured.
- Waiver of Subrogation;
- Worker's Compensation/Employer Liability;
- Sexual abuse/molestation coverage if youth programming is anticipated;
- Professional liability if counseling/social services are involved;
- An indemnification clause is to be included in the Lease.

## **6 EVALUATION AND AWARD**

### **6.1 EVALUATION CRITERIA**

Proposals will be evaluated based on the following:

#### **1. Programmatic Benefit to Township Residents – 25%**

Evaluate the extent to which the proposed use advances the public interest and provides meaningful benefits to Township residents. Consider the types of programs offered, anticipated participation levels, year-round programming, and whether the proposal addresses unmet community needs.

#### **2. Organizational Qualifications and Experience – 15%**

Evaluate the nonprofit's experience operating similar programs or facilities, organizational history, governance structure, management capabilities, and references.

#### **3. Financial Capacity and Sustainability – 15%**

Evaluate audited financial statements, operating budgets, fundraising history, grant support, and the organization's demonstrated ability to sustain operations and satisfy lease obligations throughout the lease term.

#### **4. Facility Use Plan and Compatibility with Township Objectives – 25%**

Evaluate the quality and feasibility of the proposed operational plan, including staffing, supervision, security, hours of operation, and consistency with the Township's goals for the facility.

#### **5. Community Partnerships and Accessibility – 10%**

Evaluate partnerships with schools, community organizations, nonprofit groups, and Township programs, as well as efforts to ensure broad public accessibility and inclusiveness.

#### **6. Capital Improvements and Maintenance Commitment – 5%**

Evaluate proposed investments in the facility, maintenance responsibilities, capital improvements, ADA enhancements, and other commitments that preserve or enhance the municipal asset.

#### **7. Financial Benefit to the Township – 5%**

Evaluate rental payments, utility reimbursements, maintenance contributions, and other financial benefits offered to the Township. Because the Township's primary objective is community benefit rather than revenue generation, this criterion should receive less weight than programmatic and operational considerations.

### **6.2 EVALUATION PROCESS**

The Township may:

- Review and score proposals (See attached Evaluation Scoring Matrix as Appendix C);
- Conduct interviews;
- Request additional information; and
- Enter negotiations with selected respondents.

### **6.3 AWARD**

The award will be made to the respondent whose proposal is deemed most advantageous to the Township, price and other factors considered, consistent with the public interest.

### **7 GENERAL CONDITIONS**

#### **7.1 NON-BINDING RFP**

This RFP does not constitute a contract or an offer to contract.

#### **7.2 COST OF PROPOSAL PREPARATION**

The Township shall not be responsible for any costs incurred by respondents in preparing proposals.

#### **7.3 PUBLIC RECORDS**

All submissions may be subject to disclosure under applicable public records laws, including OPRA.

#### **7.4 COMPLIANCE WITH LAWS**

The selected respondent must comply with all applicable laws, ordinances, and regulations.

### **8 STATUTORY AND OTHER REQUIREMENTS (APPENDIX A)**

#### **8.1 Required Forms (attached as Appendix B):**

1. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
2. AMERICAN WITH DISABILITIES ACT OF 1990
3. POLITICAL CONTRIBUTION DISCLOSURE FORM (N.J.S.A. 19:44A-20.26)
4. CHAPTER 271 CERTIFICATION (Lawrence Township Ordinance 2306-18)
5. CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA/BELARUS
6. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
7. ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS
8. STATEMENT OF OWNERSHIP DISCLOSURE
9. PROOF OF BUSINESS REGISTRATION
10. NON-COLLUSION AFFIDAVIT
11. CONFLICT OF INTEREST CERTIFICATION

### **9. CAUSES FOR REJECTING PROPOSALS**

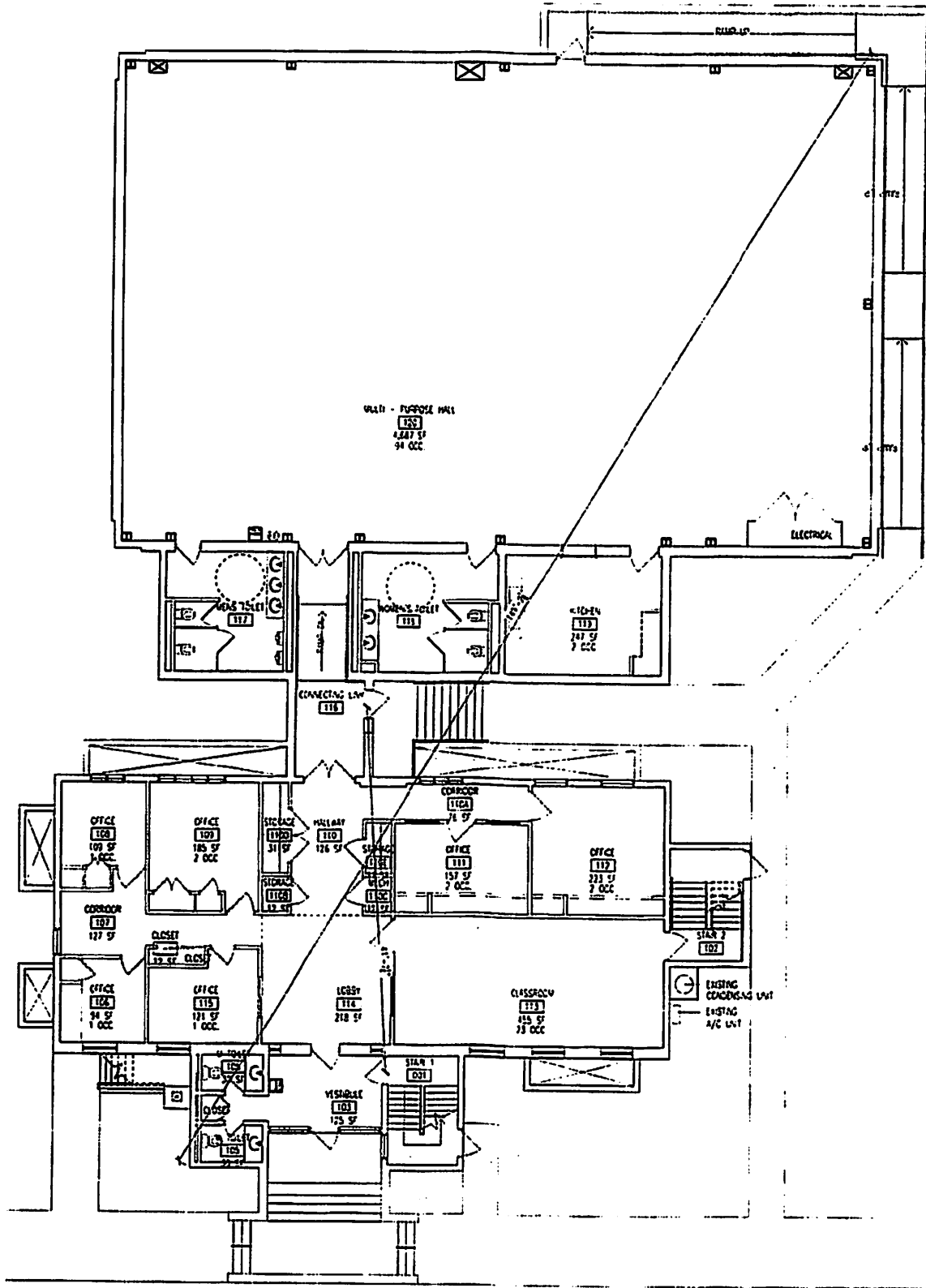
Proposals may be rejected for any of the following reasons:

1. All proposals pursuant to N.J.S.A. 40A:11-13.2;
2. If more than one (1) proposal is received from an individual, firm, partnership, corporation, or association under the same name;
3. Multiple proposals from an agent representing competing respondents;
4. The respondent is determined to possess, pursuant to N.J.S.A. 40A: 11-4b, Prior Negative Experience; or
5. If the mandatory forms are not received within the proposal package.

APPENDIX A

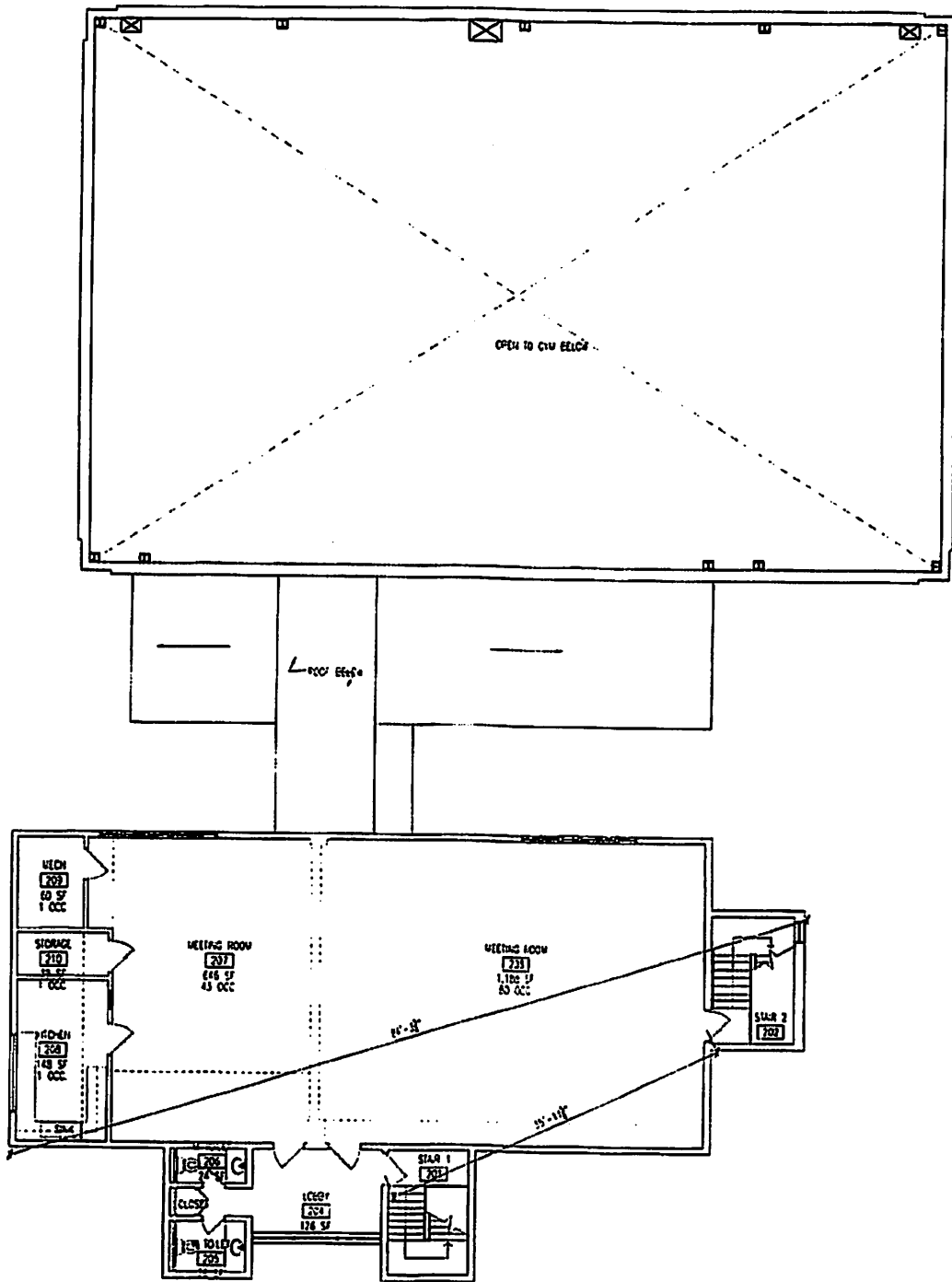
APPENDIX A





1/16" = 1'-0"

Existing First Floor Plan



1/16" = 1'-0"

Existing Second Floor Plan

**APPENDIX B**

**APPENDIX B**

## Proposal Evaluation Scoring Matrix

**Project:** Lease of Municipal Facility to Nonprofit Organization

**Evaluator:** \_\_\_\_\_

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

Instructions: Score each proposal based upon the criteria below. For each category, assign a score from 0 to the maximum points available. Provide comments supporting your evaluation. The proposal receiving the highest overall score may be recommended for award, subject to the Township's reserved rights.

Evaluation Criteria	Weight	Maximum Points	Score Awarded	Comments
Programmatic Benefit to Township Residents	25%	25		
Organizational Qualifications and Experience	15%	15		
Financial Capacity and Sustainability	15%	15		
Facility Use Plan and Compatibility with Township Objectives	25%	25		
Community Partnerships and Accessibility	10%	10		
Capital Improvements and Maintenance Commitment	5%	5		
Financial Benefit to the Township	5%	5		
<b>TOTAL SCORE</b>	<b>100%</b>	<b>100</b>		

## **Detailed Evaluation Guidance**

**Programmatic Benefit to Township Residents:** Consider the quality, scope, frequency, and anticipated participation in programs offered to Township residents.

**Organizational Qualifications and Experience:** Consider years in operation, experience managing similar facilities, leadership qualifications, and references.

**Financial Capacity and Sustainability:** Review audited financial statements, budgets, fundraising history, grants, and overall organizational stability.

**Facility Use Plan and Compatibility with Township Objectives:** Evaluate operational plans, staffing, supervision, security, scheduling, and consistency with Township goals.

**Community Partnerships and Accessibility:** Consider partnerships with schools, nonprofits, Township programs, and efforts to ensure broad community access.

**Capital Improvements and Maintenance Commitment:** Evaluate proposed investments, repairs, ADA improvements, maintenance obligations, and stewardship of the facility.

**Financial Benefit to the Township:** Review rent, reimbursement of expenses, maintenance contributions, and other financial considerations.

## **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)**

**N.J.A.C. 17:27 et seq.**

### **GOODS, GENERAL SERVICE, AND PROFESSIONAL SERVICES CONTRACTS**

**During the performance of this contract, the Bidder agrees as follows:**

**The Bidder 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, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Bidder will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.**

**Such equal employment opportunity 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 Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.**

**The Bidder or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, 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, gender identity or expression, disability, nationality or sex.**

**The Bidder or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Bidder's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.**

**The Bidder 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 Bidder or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.**

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

**The Bidder 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 targeted employment goals, the Bidder 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 Bidder shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:**

- Letter of Federal Affirmative Action Plan Approval;**
- Certificate of Employee Information Report; or**
- Employee Information Report Form AA302.**

**The Bidder and its subcontractors shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time.**

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The Bidder and Lawrence Township (hereinafter "owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the Bidder agrees that the performance shall be in strict compliance with the Act.

In the event that the Bidder, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Bidder shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The Bidder 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 Bidder 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 Bidder 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 Bidder 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 Bidder 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 Bidder 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 Bidder pursuant to this contract will not relieve the Bidder 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 Bidder, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Bidder expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Bidder's obligations assumed in this Agreement, nor shall they be construed to relieve the Bidder 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.

**Lawrence Township Political Contribution Disclosure Form**

To be completed by all proposers in connection with a contract, lease, or agreement with Lawrence Township. This form is intended to assist compliance with New Jersey Pay-to-Play disclosure requirements, including N.J.S.A. 19:44A-20.26 et seq., as applicable.

**LAWRENCE TOWNSHIP, NEW JERSEY  
POLITICAL CONTRIBUTION DISCLOSURE FORM**

**PROPOSER INFORMATION**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**DISCLOSURE OF REPORTABLE CONTRIBUTIONS**

List all reportable political contributions made during the applicable disclosure period by:

- The proposer;
- Any principal owning or controlling more than 10% of the proposer;
- Officers, directors, trustees, partners, or members of the proposer;
- Any political action committee controlled by the proposer.

Recipient Candidate, Committee, or Entity:  
\_\_\_\_\_

Date of Contribution:  
\_\_\_\_\_

Amount of Contribution:  
\_\_\_\_\_

Contributor Name:  
\_\_\_\_\_

Relationship to Proposer:

\_\_\_\_\_

(Attach additional sheets if necessary.)

**NO CONTRIBUTIONS CERTIFICATION**

Check here if no reportable political contributions have been made that are required to be disclosed.

**CERTIFICATION**

I certify that the information provided herein is true, complete, and accurate to the best of my knowledge. I understand that Lawrence Township will rely upon this disclosure in evaluating eligibility for award of a contract, lease, or agreement.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**NOTARY ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )

: ss.

COUNTY OF \_\_\_\_\_ )

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Lawrence Township  
Chapter 271 Political Contribution  
Disclosure Certification**

**This certification is intended for use in connection with contracts, agreements, leases, and other transactions with Lawrence Township and is designed to address the requirements of N.J.S.A. 19:44A-20.26 et seq. and Lawrence Township's Pay-to-Play requirements, if applicable.**

**PROPOSER INFORMATION**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**CERTIFICATION**

**The undersigned, being duly authorized to execute this certification on behalf of the organization identified above, hereby certifies as follows:**

- 1. The organization has reviewed the provisions of N.J.S.A. 19:44A-20.26 et seq. and any applicable Lawrence Township Pay-to-Play requirements.**
- 2. Neither the organization, nor any principal owning or controlling more than ten percent (10%) of the organization, nor any officer, director, trustee, partner, or person with management responsibility for the organization, has made any contribution in violation of applicable New Jersey Pay-to-Play laws or ordinances that would prohibit the award of the contract, lease, or agreement that is the subject of this proposal.**
- 3. The organization agrees to comply with all continuing disclosure requirements and restrictions applicable to political contributions during the term of any resulting contract, lease, or agreement.**
- 4. The organization acknowledges that Lawrence Township may rely upon this certification in determining eligibility for award.**
- 5. The organization agrees to provide any supplemental information requested by Lawrence Township relating to political contributions or compliance with applicable law.**

**I certify that the foregoing statements are true and complete to the best of my knowledge and belief. I understand that any false statement may result in the rejection of the proposal, termination of any resulting agreement, and any other remedies available under law.**

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**NOTARIZATION**

**STATE OF** \_\_\_\_\_ )

**: ss.**

**COUNTY OF** \_\_\_\_\_ )

**Sworn and subscribed before me this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_.

\_\_\_\_\_  
**Notary Public**

**My Commission Expires:** \_\_\_\_\_

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.  
OR
- B. That I am unable to certify as to "A" above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.  
OR
- C. That I am unable to certify as to "A" above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Attach Additional Sheets if Necessary.)*

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor's FEIN

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number

\_\_\_\_\_  
Vendor's Address (Street Address)

\_\_\_\_\_  
Vendor's Fax Number

\_\_\_\_\_  
Vendor's Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor's Email Address

I Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

**BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_  
**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

### CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_  
Relationship to Vendor/ Bidder \_\_\_\_\_  
Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_  
Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary*

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) 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. If I do so, I will be subject to criminal prosecution under the law, and 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

## **ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

The Consultant shall provide a current Certificate of Insurance, which will include an umbrella rider specific to the project being bid in accordance with the following requirements.

**THESE REQUIREMENTS ARE MANDATORY. A COPY OF THIS SECTION SHOULD BE SENT TO THE INSURANCE BROKER/AGENT OF THE CONSULTANT.**

The Consultant shall not commence any work until he obtains, at his own expense, all the required insurance. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Consultant's responsibility for payment of damages resulting from his operations under the Contract. Princeton and its employees, officers, agents and consultants, and any other entity required by these Contract Documents, shall be named as an additional insured on all policies for both operations and completed operations (except for Worker's Compensation coverage), and shall be clearly shown as such in the Certificate(s) of Insurance required in Subparagraph (g) below. In addition, the Certificate(s) of Insurance shall evidence that all policies, except for Workers' Compensation, are primary and non-contributory. Policy limits specified below are minimum, and wherever the law requires higher limits, the higher limits will govern.

The Consultant shall purchase and maintain insurance with companies licensed to do business in the State of New Jersey, with a minimum rating of Best's A+ and satisfactory to Princeton, and as follows:

- (a) **Worker's Compensation and Employers' Liability Insurance** covering all of the Consultant's employees directly or indirectly engaged in the performance of this Contract. This insurance shall comply with the statutory requirements of the State and shall have an Employers' Liability Insurance limit of not less than \$1,000,000 per accident or for disease and \$1,000,000 per occurrence.
- (b) **Commercial General Liability Insurance including Completed Operations and Contractual Liability Insurance** with a minimum \$1,000,000 combined single limit of liability per occurrence, and a \$3,000,000 annual aggregate. Liability Insurance shall include the broad form property damage endorsement, general liability broadening endorsement or equivalent. Coverage for explosion, collapse, and underground (XCU) hazards shall also be included. All liability coverages shall be on an occurrence basis. The policy will include the ISO Simplified Occurrence Form, the policy will contain no endorsements that would limit or eliminate the coverage provided by the ISO version and the policy will include the ISO Form CG -25-03-03-97.
- (c) **Comprehensive Automobile Liability Insurance** covering the Consultant for claims arising from all owned, hired and non-owned vehicles with limits of not less than a combined single limit of \$1,000,000 for bodily injury and/or property damage per occurrence.
- (d) **Umbrella/Excess Liability Insurance** - The Consultant shall obtain an Excess or Umbrella Liability Policy (to respond in excess of the commercial general liability, employer's liability and commercial automobile liability policies) at the minimum limit of \$5,000,000 combined single limits per occurrence.
- (e) **Contractual Liability Insurance** must be included in the Comprehensive General Liability Insurance described in subparagraph (b) above specifically insuring the Indemnification Clause specified hereinafter.
- (f) **Professional Liability Insurance**

Certificates of Insurance evidencing the coverage required above must be filed with Princeton before the Contract is signed. The General Liability Certificate must specifically state that Standard

**Contractual Liability Insurance is in force. Princeton shall be given at least fifteen (15) days prior written notice of any intention not to renew any of the insurance required herein or of any intention to cancel, alter or materially change such coverage, or any reduction in such insurance coverage. All certificates must provide for fifteen (15) days prior written notice to Princeton of policy non-renewal, cancellation, alteration, material change or reduction in coverage.**

**The Certificate of Insurance shall also contain or have attached thereto the following:**

- a. Confirmation on the certificate or in an endorsement that the aggregate limits of the liability policy apply on a per project basis and are not reduced by paid claims on other projects.**
- b. An endorsement naming Princeton and its employees, officers, agents and consultants, and any other entity required by these Contract Documents, as additional insureds on all policies for both operations and completed operations (except Worker's Compensation Coverage).**
- c. An endorsement that the Consultant's liability insurance includes coverage for utility companies as required in Section 2.60(l).**
- d. Any additional information which will assist Princeton in confirming that all required insurance coverage is in place.**

**If requested, copies of the Insurance Policies required, with all appropriate endorsements, must be filed with Princeton before any work is started by the Consultant.**

**Policies Shall Remain in Force until all work has been completed and until all retained percentages and any maintenance bonds have been released.**

**Subcontractors shall be required by the Consultant to provide the same types of insurance with the same limits as described above. The Consultant shall not allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. Approval of the insurance by Princeton shall not relieve or decrease the liability of the Consultant hereunder. If requested by the Municipality, certificates and policies of insurance covering each subcontractor shall also be filed with Princeton before any work is begun by a subcontractor.**

**Indemnification Clause. The Consultant shall hold harmless, indemnify and defend Princeton and its consultants, officers, employees and agents from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses (including but not limited to attorney's fees) directly or indirectly arising out of, relating to, or in connection with the performance or nonperformance of the work required by the Contract Documents, whether or not due or claimed to be due, in whole or in part, to the active, passive or concurrent negligence or fault of the Consultant or its officers, agents, servants or employees and/or any other person or persons and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent. This indemnification language shall not extend to claims, demands, etc. resulting from the sole negligence of Princeton and its consultants, officers, employees, and agents. The Consultant shall furnish evidence to Princeton that with respect to performing the work in the Contract Documents, it carries said Contractual Liability Insurance in the amounts specified in subsection (b) above. The Consultant's indemnification obligations shall not be limited by the amounts of insurance required to be carried by the Consultant under this Contract.**

**There shall be no deductibles as to any coverage applicable to Princeton.**

**If, at any time, the Consultant's surety or sureties, or the carriers of the insurance required herein, become insolvent, or in the reasonable judgment of Princeton, become unsafe or unsound, then upon five (5) days written notice from Princeton to the Consultant, the Consultant shall substitute**

such surety or insurance carrier as shall be satisfactory to Princeton. Any additional premium caused by such substitutions shall be paid for by the Consultant.

The Certificate(s) of insurance shall be filed with the Clerk's Office upon award of contract.

**Acknowledgement of Insurance Requirement:**

The undersigned hereby acknowledges and agrees to comply with the insurance requirements of Princeton.

---

(Signature)

(Date)

---

(Printed Name and Title)

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

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

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I**

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

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

**Part II**

**Check one box.**

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

**OR**

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

**(COMPLETE THE LIST BELOW)**

Name of Individual or Business Entity	Address

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

**Part III**

**Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members listed in Part II.** If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

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

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

**Part IV  
Certification.**

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

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

## **New Jersey Business Registration Certification**

**Pursuant to N.J.S.A. 52:32-44, contractors and vendors doing business with public entities in the State of New Jersey must provide proof of registration with the New Jersey Division of Revenue and Enterprise Services.**

### **PROPOSER INFORMATION**

**Name of Organization:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Federal Tax ID Number (FEIN):** \_\_\_\_\_

**New Jersey Business Registration Number:** \_\_\_\_\_

### **CERTIFICATION**

**The undersigned hereby certifies that the organization identified above is registered with the New Jersey Division of Revenue and Enterprise Services pursuant to N.J.S.A. 52:32-44.**

**The undersigned further certifies that a copy of the organization's current New Jersey Business Registration Certificate is attached to this proposal submission.**

**The undersigned acknowledges that failure to provide a valid Business Registration Certificate may result in rejection of the proposal.**

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

### **ATTACHMENT REQUIRED**

**Copy of New Jersey Business Registration Certificate Attached**

## Non-Collusion Affidavit

STATE OF \_\_\_\_\_ )

: ss.

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon my oath depose and say:

1. I am the \_\_\_\_\_ of the firm of \_\_\_\_\_, the proposer submitting the attached proposal for the lease and use of the municipal facility identified in the Request for Proposals issued by Lawrence Township.
2. I executed the said proposal with full authority to do so.
3. The proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding or proposal submission in connection with this solicitation.
4. All statements contained in the proposal and in this affidavit are true and correct, and made with full knowledge that Lawrence Township relies upon the truth of the statements contained herein in awarding any contract or lease.
5. No person or selling agency has been employed or retained to solicit or secure this proposal upon an agreement or understanding for a commission, percentage, brokerage fee, contingent fee, or other compensation, except bona fide employees or bona fide established commercial or selling agencies maintained by the proposer for the purpose of securing business.
6. The proposer has not knowingly disclosed, and will not knowingly disclose, prior to the opening of proposals, any information concerning the proposal price, terms, conditions, or other information relating to the proposal to any other proposer or competitor.
7. The proposer certifies that neither it, nor any of its officers, directors, trustees, employees, agents, or representatives, has participated in any collusive activity prohibited by law.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
**Name of Proposer**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Sworn and subscribed before me this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**My Commission Expires:** \_\_\_\_\_

**Conflict of Interest Certification**

**This certification is intended for use in connection with a proposal submitted by a nonprofit organization for the lease and operation of a municipal facility. The purpose of this certification is to disclose any actual or potential conflicts of interest that may affect the proposer's ability to perform under the lease in a fair, impartial, and transparent manner.**

**LAWRENCE TOWNSHIP - CONFLICT OF INTEREST CERTIFICATION**

**PROPOSER INFORMATION**

**Name of Nonprofit Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**CERTIFICATION**

**The undersigned, being duly authorized to execute this certification on behalf of the nonprofit organization identified above, certifies as follows:**

- 1. The organization has disclosed all known actual, potential, or perceived conflicts of interest relating to the proposal submitted to Lawrence Township.**
- 2. Neither the organization, nor any of its officers, directors, trustees, employees, agents, consultants, or key volunteers, has any financial interest, business relationship, family relationship, or other arrangement that would improperly influence, or appear to influence, the award or administration of the lease.**
- 3. No officer, director, trustee, employee, agent, consultant, or key volunteer of the organization has participated in the preparation of the Township's Request for Proposals, evaluation criteria, lease terms, or any other procurement document associated with this solicitation.**
- 4. The organization has not received any non-public information from any Township official, employee, board member, committee member, or consultant that would provide an unfair competitive advantage over other proposers.**
- 5. The organization agrees to promptly disclose any conflict of interest that may arise**

during the evaluation process or during the term of any resulting lease agreement.

6. The organization understands that the existence of a conflict of interest, or failure to disclose a conflict of interest, may result in disqualification of the proposal, termination of any resulting lease agreement, or other remedies available to Lawrence Township under applicable law.

**DISCLOSURE OF ACTUAL OR POTENTIAL CONFLICTS**

If no actual or potential conflicts exist, write "NONE."

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing statements are true and complete to the best of my knowledge and belief. I understand that any false statement may result in rejection of the proposal and other legal consequences.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**NOTARIZATION**

STATE OF \_\_\_\_\_ )

: ss.

COUNTY OF \_\_\_\_\_ )

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_