

LAWRENCE TOWNSHIP, MERCER COUNTY, NEW JERSEY
ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP#LT-2026-01)
LEASE OF THE LAWRENCE NEIGHBORHOOD CENTER
TO A NONPROFIT ORGANIZATION

Date Issued: June 30, 2026

Proposal Due Date: August 25, 2026 (unchanged)

Purpose of Addendum

This Addendum is issued to amend the Request for Proposals. The '*Acknowledgment of Insurance Requirements*' form included with the original RFP is deleted in its entirety and replaced with the attached revised '*Acknowledgment of Insurance Requirements*' form. The revised form shall be used by all Respondents in preparing and submitting their proposals. Except as expressly modified by this Addendum, all other terms, conditions, requirements, and submission deadlines contained in the RFP remain unchanged.

Instructions to Respondents

- Discard the original *Acknowledgment of Insurance Requirements* form included with the RFP.
- Substitute the attached revised *Acknowledgment of Insurance Requirements* form.
- Review the revised insurance requirements carefully with your insurance broker or carrier.
- Include the revised Acknowledgment of Insurance Requirements form with your proposal.
- Execute and include the Addendum Acknowledgment Form contained in this Addendum.

Distribution

This Addendum shall be distributed to all organizations that obtained the RFP, all organizations that attended the pre-proposal/site visit, and any other known prospective Respondents. The Addendum shall also be posted wherever the original RFP was publicly advertised.

ADDENDUM NO. 1 ACKNOWLEDGMENT FORM

The undersigned acknowledges receipt of Addendum No. 1 to the Request for Proposals for the Lease of the Lawrence Neighborhood Center to a Nonprofit Organization. The Respondent further acknowledges that Addendum No. 1 has been considered in the preparation of its proposal and that the revised Acknowledgment of Insurance Requirements form is included with its submission.

Organization: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Failure to acknowledge receipt of this Addendum may render the proposal non-responsive if required by the Township.

ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS
(NOTE: Revised from originally issued RFP)
LAWRENCE TOWNSHIP, MERCER COUNTY, NEW JERSEY
COMPREHENSIVE MUNICIPAL INSURANCE REQUIREMENTS
AND RISK MANAGEMENT SPECIFICATIONS
FOR THE LEASE AND OPERATION OF THE
LAWRENCE NEIGHBORHOOD CENTER

These specifications establish the minimum insurance and risk management requirements for the Successful Respondent. They are intended to protect Lawrence Township while permitting the successful nonprofit operator to occupy and operate the Lawrence Neighborhood Center. Failure to maintain the required insurance shall constitute a material breach of the Lease Agreement.

1. General Insurance Standards

- Insurance shall remain in force throughout the lease term and any extensions.
- Insurers shall be licensed in New Jersey and rated A- VIII or better by A.M. Best.
- Certificates and all endorsements shall be submitted before lease execution and upon each renewal.
- Deductibles and self-insured retentions exceeding \$25,000 require Township approval.
- Coverage shall be occurrence-based unless specifically approved otherwise.

2. Commercial General Liability

- ISO CG 00 01 occurrence form.
- \$5,000,000 Each Occurrence.
- \$5,000,000 General Aggregate.
- Premises/Operations, Contractual Liability, Personal & Advertising Injury, Independent Contractors, Broad Form Property Damage, and Products/Completed Operations where applicable.
- Required endorsements: CG 20 10, CG 20 37, CG 25 03 03 97 (or equivalent).

3. Umbrella / Excess Liability

- \$5,000,000 following form over CGL, Auto and Employers Liability.

4. Additional Insured / Primary Coverage

- Lawrence Township, its elected officials, officers, employees, agents, volunteers, boards and commissions shall be Additional Insureds.
- Coverage shall be primary and non-contributory.

- Waiver of subrogation shall apply where commercially available.

5. Automobile Liability

- \$1,000,000 Combined Single Limit for owned, hired, and non-owned automobiles.

6. Workers' Compensation

- Statutory Workers' Compensation and Employers' Liability of \$1,000,000.

7. Professional Liability

- Minimum \$1,000,000 when professional services are provided.

8. Sexual Abuse & Molestation

- Minimum \$1,000,000 coverage.
- Written child protection policy.
- Background checks for employees and volunteers working with minors.
- Mandatory abuse reporting compliance and staff training.

9. Cyber Liability

- Minimum \$1,000,000.
- Coverage for privacy liability, network security, ransomware/data breach response and regulatory defense.

10. Directors & Officers / EPLI / Crime

- D&O Liability appropriate to organization size.
- Employment Practices Liability where employees exist.
- Employee Dishonesty/Crime coverage for organizations handling Township funds or valuable property.

11. Property and Building Protection

- Respondent insures its own contents, furniture, equipment and improvements.
- Township insures the building unless otherwise stated.
- Respondent shall promptly report property damage and cooperate in restoration.

12. Special Events and Vendors

- Outside vendors shall provide certificates of insurance.
- Liquor liability is required whenever alcohol is served.
- Food vendors shall maintain product liability coverage.

13. Risk Management Program

- Maintain written emergency response procedures.
- Incident reporting policy.

- Volunteer management procedures.
- Annual insurance review.
- AED/CPR procedures where applicable.
- Evacuation and severe weather procedures.

14. Indemnification

- The Successful Respondent shall defend, indemnify and hold harmless Lawrence Township from claims arising out of its occupancy, management or operation of the premises except to the extent caused by the Township's sole negligence or willful misconduct.

15. Insurance Compliance Checklist

- ACORD Certificate
- CG 20 10
- CG 20 37
- CG 25 03
- Additional Insured
- Primary & Non-Contributory
- Waiver of Subrogation
- \$5M CGL
- \$5M Umbrella
- Auto
- Workers' Compensation
- Cyber
- Sexual Abuse
- D&O
- EPLI
- Crime

Certification

The undersigned certifies that the organization understands and agrees to comply with these insurance requirements as a material condition of any lease awarded by Lawrence Township.

Organization: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____