



# Restoration and Rehabilitation of the Carriage House (Burlington Historic District)

12 Smith Lane, Burlington, NJ 08016

## Prequalification Regulations

April 2026

Email:  
Telephone:

City of Burlington  
[MStanley@burlingtonnj.us](mailto:MStanley@burlingtonnj.us)  
609-386-0200, ext. 130

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*\*All documents required for the professional services qualification are appended hereto and labeled accordingly.  
If any of the documents stated herein are missing, please contact the City of Burlington immediately.*

**Qualification Document Checklist**

The following documents must be included with the Respondent’s Qualification:

<b>Document Description</b>	<b>Authority</b>
Statement of Corporate Ownership	N.J.S.A. 52:25-24.2
Bidder’s Questionnaire	N.J.S.A. 40A:11-26
Certification	Internal
Disclosure of Investment Activities in Iran	N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4)
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3)

The following documents must be submitted to the Owner prior to an award of contract after qualifications by the Owner:

<b>Document Description</b>	<b>Authority</b>
Business Registration Certificate	N.J.S.A. 52:32-44
Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Non-Collusion Affidavit	N.J.S.A. 52:34-15
Public Works Contractor Registration certificate	N.J.S.A. 34 :11-56.48 et seq
Federal/State Non-debarment form	N.J.S.A. 52:32-44.1

A certificate indication compliance with **The Public Works Contractor Registration Act** in accordance with N.J.S.A. 34 :11-56.48 et seq.

**34:11-56.51. Registration required for contractors, subcontractors**

No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963, c. 150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C.34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act.

**34:11-56.55. Submission of all subcontractor registration certificates by contractor**

Each contractor shall, after the bid is made and prior to the awarding of the contract, submit to the public entity the certificates of registration for all subcontractors listed in the bid proposal. Applications for registration shall not be accepted as a substitute for a certificate of registration for the purposes of this section.

**Name of Respondent** (Please Print): \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Name** (Please Print): \_\_\_\_\_

**Title** (Please Print): \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*All documents required for the professional services qualification are appended hereto and labeled accordingly. If any of the documents stated herein are missing, please contact the City of Burlington immediately.*

**NOTE: QUALIFICATION DOCUMENT RETURN ENVELOPES MUST CLEARLY IDENTIFY THE RFQ NAME, AND RFQ OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.**

**PROJECT FACT SHEET**

**Complete Name of Project:** Restoration and Rehabilitation of the Carriage House (Burlington Historic District)

**Location:** 12 Smith Lane, Burlington, NJ 08016

**Owner:** City of Burlington

**Owner’s Project Manager:** Megan Stanley, Director of Economic & Industrial Development, City of Burlington

**Phone:** 609-386-0200, ext. 130

**Email Address:** MStanley@burlingtonnj.us

**Architect:** Clarke Caton Hintz, P.C.

**Architect Project Manager:** James Giresi, AIA

**Phone:** 609-883-8383

**Email Address:** jgiresi@cchnj.com

**Project Funding:** City of Burlington, with partial funding through the NJ Historic Trust / Preserve New Jersey Historic Preservation Fund.

**Background Information:**

The carriage house is located within the Burlington Historic District, which is listed in the National and New Jersey Registers of Historic Places. Constructed in 1876 as part of the Woolman estate, the carriage house is a two-story brick building with a central block flanked by two side wings. The Woolman family was well known for its Quaker affiliations and business dealings in what was formerly known as West Jersey. This high style carriage house features ornate decoration such as beaded board paneling and iron decorative details atop the stall partitions. It served as a carriage house storing horses and coaches for the Woolman family until 1953 when the structure was sold to be used as a private residence and later as an antique store. In 1986, it was purchased by the City of Burlington. Since then, it has operated as the City of Burlington’s Historical Society headquarters, although the organization hasn’t used the space recently.

The carriage house is open for tours on request and welcomes various school groups throughout the year. It is also a central location during the City’s annual ghost tour.

The Trust grant will help fund exterior brick repair and repointing; window repair/reglazing; clapboard, trim, and door repair/repainting; and regrading and drainage improvements at the carriage house. The scope also requests funding for interior work including wood floor repair, painting, upgrading of the electrical system, and lighting.

**Project Objective:**

The goals of this project include the spot repair of masonry, wood repair, window repair, painting, installation of additional lighting, and roofing work.

**All work done on this project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties (issued 1995, current 2017).**

**Scope of Work:**

The following is a brief description of the key elements included in the scope of work.

- 1. Project Supervision and Administration of Historic Preservation Projects:**
  - a. Provide supervision, administration, mockups, protection, and treatment procedures in accordance with the construction documents.
- 2. Selective Demolition:**
  - a. Removal of existing damaged masonry, historically finishes, and removal of defunct building systems.
- 3. Masonry Repair for a Historic Site:**
  - a. Repointing, resetting, replacement, and cleaning of historic masonry walls.
- 4. Roof Repair in a Historic Site:**
  - a. Repair built in gutter and metal roof replacement per the contract documents.
- 5. Wood Repair and Replacement in a Historic Building:**
  - a. Restoration of wood cornice, brackets and trim.
- 6. Light Fixture Installation in a Historic Building:**
  - a. Installation of new interior and exterior lighting per the contract documents
- 7. Window Restoration in a Historic Building:**
  - a. Restoration of historic wood framed windows and glazing.

**Refer to Published Notice for all Dates and Times –  
Sample of General Notice Provided for Reference Only**

**STATEMENT OF GENERAL NOTICE**

**Request for Qualifications**

Restoration and Rehabilitation of the Carriage House (Burlington Historic District) is located at 12 Smith Lane. The property is a key contributing structure in the Burlington Historic District, listed on the New Jersey and National Registers of Historic Places. All work done on this project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 1995, current 2017), and is subject to review by the New Jersey Historic Trust and/or the State Historic Preservation Office. The scope of work consists of a single contract for: General conditions; acquisition of all required permits; provision of temporary facilities and controls; selective demolition, and all restoration and renovation activities according to the Project Manual, plans and specifications.

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The architect is Clarke Caton Hintz, P.C; 100 Barrack Street, Trenton, NJ 08608; 609.883.8383; Project manager James Giresi, AIA; [jgiresi@cchnj.com](mailto:jgiresi@cchnj.com).

The owner's project contact is Megan Stanley, Director of Economic & Industrial Development, City of Burlington, 525 High Street, Burlington, NJ 08016; 609-386-0200 x 130; [MStanley@burlingtonnj.us](mailto:MStanley@burlingtonnj.us)

The funding stipulations for the New Jersey Historic Trust require that prospective bidders must submit a completed Qualifications Statement as set forth herein. A complete Prequalification Package and Qualifications Statement must be submitted to the City of Burlington, 525 High Street, Burlington, NJ 08016 before TIME prevailing time on DATE. Failure to complete the bidder's Qualifications Statement will result in disqualification of the prospective bidder. The Prequalification Regulation Package and forms can be obtained from the City of Burlington's Website at XXX.

Restoration and Rehabilitation of the Carriage House (Burlington Historic District)

The qualifications of prospective bidders will be evaluated by representatives of the City of Burlington, the New Jersey Historic Trust, and the project architects in accordance with the Evaluation Criteria set forth herein. Prospective bidders whose bidder's Qualifications Statements are determined to be acceptable will be identified as Qualified Bidders.

The City of Burlington will notify in writing the Prospective Bidders who have been determined to be Qualified Bidders, as well as those Prospective Bidders who are deemed ineligible to receive plans and specifications. The City of Burlington at a future date will issue bid proposal forms, plans and specifications only to Qualified Bidders. Only bids received from Qualified Bidders will be opened.

**STATEMENT OF BIDDER'S QUALIFICATIONS/CRITERIA FOR EVALUATING PROSPECTIVE BIDDERS**

The following six (6) criteria will be used for evaluating the qualifications of prospective bidders. The evaluation will be based on information in the Statement of Qualifications provided by prospective bidders as well as information supplied by the bidders' references.

- (1) The prospective bidder, acting as general contractor, will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites of similar activities, scale and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of this Qualifications Statement. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or municipal authority. Each project must be at least \$150,000.00
- (2) The prospective bidder's proposed project superintendent/manager will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites of similar activities, scale and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of this Qualifications Statement. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or municipal authority. Each project must be at least \$150,000.00
- (3) The prospective bidder must not have wrongfully defaulted on a contract or had work terminated for non-performance within the past (5) years.
- (4) The prospective bidder must not have been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months, based on the bidder's inability to meet a surety's reasonable underwriting standards.
- (5) The prospective bidder must provide the name and title of all principal members of prospective bidder's staff, and indicate the availability of each of those principal members for this particular project.
- (6) On all projects currently underway, the prospective bidder must demonstrate the following:

- a. Adherence to the project completion schedule mutually agreed upon between the contractor and the client. Deviation from the schedule must be due to factors outside of the contractor's control.
- b. Lack of workmanship defects resulting from a failure to build a structure or component part of a structure pursuant to architectural and engineering plans and specifications.
- c. Timely submittal of shop drawings, product literature, samples, mock-ups, requests for information and applications for payment.

### Bidder's Questionnaire

This form shall be completed and submitted by prospective bidders who wish to be considered for this work. Failure to complete the Prospective Bidder's Qualifications Statement shall result in the disqualification of the prospective Bidder. **It is important that ALL information be provided, and ALL items addressed for each submission. Submissions must be on this form or a high-quality photocopy of this form and must be typed. Failure to submit ALL the information required shall result in rejection of the contractor's qualifications package. Where the length of a response exceeds the space provided in the Qualifications Statement, the response must be completed on an additional sheet of paper. All responses must be clearly labeled to identify the corresponding question.**

1. Name and Address of Firm: \_\_\_\_\_  
\_\_\_\_\_
  
2. Under what other name(s) has your business operated? \_\_\_\_\_  
\_\_\_\_\_
  
3. Business form (corporation, partnership, LLC, etc.) \_\_\_\_\_
  - Date of formation: \_\_\_\_\_
  - Principal location: \_\_\_\_\_
  - Names and Titles of corporate officers, LLC members, or partners and their number of years with the business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date, and circumstances/reasons.  
  
No: \_\_\_\_\_ Yes (Use separate sheet): \_\_\_\_\_
  
5. Has your firm or any predecessor firm been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.  
  
No: \_\_\_\_\_ Yes (Use separate sheet): \_\_\_\_\_

**6. General Contractor:**

Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites of similar activities and scope of work as the subject project. Each project must demonstrate similar work to the description identified in the general notice. Projects must have been completed in compliance with the Secretary of the Interior's Standard for the Treatment of Historic Properties (1995/2011) within the past five (5) years preceding the date of the execution of the Bidder's Questionnaire. At least one of these projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of the municipal authority. Each project must be at least \$150,000.00

**Project #1**

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Construction Cost: \_\_\_\_\_  
Completion Date: \_\_\_\_\_  
Approximate Construction Date of the Historic Building or Site: \_\_\_\_\_  
Project Superintendent/Manager: \_\_\_\_\_  
Scope of Work and Nature of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_  
Owner's Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Architect: \_\_\_\_\_  
Architect's Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Historical Review Agency: \_\_\_\_\_

**Project #2**

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Construction Cost: \_\_\_\_\_  
Completion Date: \_\_\_\_\_  
Approximate Construction Date of the Historic Building or Site: \_\_\_\_\_  
Project Superintendent/Manager: \_\_\_\_\_  
Scope of Work and Nature of Project: \_\_\_\_\_  
\_\_\_\_\_

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Owner: \_\_\_\_\_  
Owner's Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Architect: \_\_\_\_\_  
Architect's Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Historical Review Agency: \_\_\_\_\_

7. **Proposed Project Superintendent/Manager:**

Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites of similar activities and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2011) within the past five (5) years preceding the date of the execution of the Bidder's Questionnaire. At least one of these projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of the municipal authority. Each project must be at least \$150,000.00

Name and Address of Project Superintendent/Manager: \_\_\_\_\_  
\_\_\_\_\_

**Project #1**

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Construction Cost: \_\_\_\_\_  
Completion Date: \_\_\_\_\_  
Approximate Construction Date of the Historic Building or Site: \_\_\_\_\_  
Scope of Work and Nature of Project: \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_  
Owner's Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Architect: \_\_\_\_\_  
Architect's Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Historical Review Agency: \_\_\_\_\_

**Project #2**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Construction Cost: \_\_\_\_\_

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

Approximate Construction Date of the Historic Building or Site: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Historical Review Agency: \_\_\_\_\_

8. Provide a list of the names, titles, and years of experience of all principal members of the prospective bidder's staff who will be available and assigned to this particular project.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

9. **General Contractor:**

**PROVIDE THE FOLLOWING INFORMATION ON ALL CURRENT PROJECTS IN PROGRESS: (If necessary, include additional sheets.)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Restoration and Rehabilitation of the Carriage House (Burlington Historic District)

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Architect: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Scheduled Completion Date: \_\_\_\_\_  
Architect's Contact Person: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

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Scheduled Completion Date: \_\_\_\_\_  
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Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
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Contract Amount: \_\_\_\_\_  
Scheduled Completion Date: \_\_\_\_\_  
Architect's Contact Person: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

**CERTIFICATION**

I (We) the undersigned certify the truth and correctness of all statements and answers contained herein.

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

NAME OF POTENTIAL BIDDER: \_\_\_\_\_

ADDRESS OF BIDDER: \_\_\_\_\_

TELEPHONE AND FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BY (sign name and title): \_\_\_\_\_

(Print/type name and title): \_\_\_\_\_

WITNESSED: (If a Corporation, by the secretary of the corporation)

BY (sign name, no stamps): \_\_\_\_\_

(Print/type name and title): \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Notary Public of the State  
of \_\_\_\_\_

My commission expires

\_\_\_\_\_  
(Seal)

\_\_\_\_\_

**Submission of pre-qualifications are due on the date and time as identified in the general notice.**

Submissions are to be mailed or delivered in sealed envelopes to the attention of:

**The City of Burlington  
525 High Street  
Burlington, NJ 08016**

**ATTN:**

**“RFQ - Prequalification for the Restoration and Rehabilitation of the Carriage House (Burlington Historic District)”**

(Faxes will NOT be accepted)

**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)                       Limited Liability Company (LLC)
- Partnership    Limited Partnership    Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- 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 IN THIS SECTION)**
- OR**
- 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)**

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

Name of Individual or Business Entity	Address

**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 non-corporate 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 the City of Burlington 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 City to notify the City 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 City, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

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

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
City of Burlington

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_ 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 \_\_\_\_\_, the Respondent making this proposal for the request for qualifications of professional services entitled **Request for Proposals - Prequalification of General Contractors for the Restoration and Rehabilitation of the Carriage House (Burlington Historic District)**, and that I executed the said proposal with full authority to do so, that said Respondent has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named qualification, and that all statements contained in the Respondent’s proposal and in this affidavit are true and correct, and made with full knowledge that the City of Burlington relied upon the truth of the statements contained in said request for qualifications and in this affidavit in qualifying the Respondent to provide services to the Owner.

**Name of Respondent** *(Please Print)*: \_\_\_\_\_

**Signature of Authorized Representative**: \_\_\_\_\_

**Name** *(Please Print)*: \_\_\_\_\_

**Title** *(Please Print)*: \_\_\_\_\_ **Date**: \_\_\_\_\_

**Subscribed and sworn to before me on this**  
**\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

\_\_\_\_\_  
**Signature of Notary Public**

**THE CITY OF BURLINGTON**

**BIDDER'S AFFIDAVIT INDICATING THEY ARE NOT  
DEBARRED, SUSPENDED AND DISQUALIFIED  
BY THE FEDERAL GOVERNMENT AND STATE OF NEW JERSEY**

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_, an officer of the firm of Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder and/or any parent organization of the bidder or any entity that bidder has a greater than 50 percent ownership interest at the time of making of this bid is not debarred by the federal government from contracting with a federal agency, and is not included on the State of NJ, State Treasurer's List of Debarred, Suspended and Disqualified Bidders and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with the full knowledge that the City of Burlington relies upon the truth of the statements contained in said Proposal and in the statements contained in the Affidavit in awarding the contract for said work.

The undersigned further warrants that should the name of the firm making this bid and/or parent organization of the bidder or any entity that bidder has a greater than 50 percent ownership interest appear on the State Treasurer's List of Debarred, Suspended and Disqualified Bidders or should the firm and/or any entity that bidder has a greater than 50% ownership interest be debarred by the federal government at any time prior to, and during the life of this Contract, including the Guarantee Period, that the City of Burlington shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as a Contractor is subject to debarment, suspension and/or disqualification in contracting with the State of NJ and the Department of Environmental Protection if the Contractor, pursuant to N.J.A.C. 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

UEI Code: \_\_\_\_\_

CAGE Code: \_\_\_\_\_

Name of Contractor (Type or Print Legibly) \_\_\_\_\_

Signature/Title \_\_\_\_\_

\_\_\_\_\_  
Type or Print Legibly Name of Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

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

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

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID SOLICITATION # AND 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, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the City of Burlington is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the City 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 may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature Date

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



# 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<sup>i</sup>”) that seeks to enter into or renew a contract with a State agency 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.

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*(Attach Additional Sheets If Necessary.)*

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Signature of Vendor’s Authorized Representative

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Print Name and Title of Vendor’s Authorized Representative

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Vendor’s Name

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Vendor’s Address (Street Address)

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Vendor’s Address (City/State/Zip Code)

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Date

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Vendor’s FEIN

---

Vendor’s Phone Number

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Vendor’s Fax Number

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Vendor’s Email Address

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<sup>i</sup> 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).