

**Borough of Netcong  
Request for Qualifications**

**Combined Borough and Planning Board Engineering Services**

The Borough of Netcong is soliciting proposals through a Non-fair and open process in accordance with N.J.S.A 19:44A-20.4 et seq. The Applicant will designate a specific individual(s) to work with the Borough of Netcong and provide resumes for both the individual and Principals of the Business Entity.

SERVICES DESCRIPTION. Sealed RFQ responses will be received by the Borough Administrator on Thursday, June 27, 2019 at 10:30 A.M. local prevailing time in the Council Chambers of the Municipal Building, 23 Main Street, Netcong NJ, 07857 at which time and place responses will be opened for:

COMBINED BOROUGH AND PLANNING BOARD ENGINEER SERVICES. One (1) original and (5) five copies of the proposal must be submitted on the proposal forms contained in the bid package and one copy scanned as a PDF file and submitted on a CD or USB Drive.

Proposals must be in a sealed envelope, bearing the name and address of the firm/individual submitting the qualifications. This information must be on the outside of the envelope and addressed to Ralph Blakeslee, Borough Administrator. In the following format: Name and Address of Person or Entity submitting.

If the proposal is sent by overnight or express mail, the above designation SHALL also appear on the outside of the courier company envelope. Any proposal received not complying with these requirements SHALL not be opened and returned to sender marked "Unresponsive". Qualification documents and instructions to applicants may be obtained via the Borough.

Website: <http://netcong.org>. It is the bidder's responsibility to check the website regularly for possible addenda. Applicants shall comply with the requirements of P.L. 1975, C127, and N.J.A.C. 17:27et seq.

Proposals must be received by 10:30 a.m. on June 27, 2019. One original and one copy of the proposal must be presented. All proposals are to be delivered to:

Netcong Borough  
23 Maple Avenue  
Netcong, NJ 07857  
Attn: Ralph Blakeslee, Borough Administrator



# Borough of Netcong

23 MAPLE AVENUE  
NETCONG, NEW JERSEY 07857

TEL 973-347-0252

FAX 973-347-3020

## REQUEST FOR QUALIFICATIONS FOR COMBINED BOROUGH AND PLANNING BOARD ENGINEER

### INTRODUCTION

The Borough of Netcong is seeking proposals from licensed Professional Engineers for the position of Borough and Planning Board Engineer for calendar year 2020. These services would be for Borough Engineering and assistance to the Borough Planning Board and will include a wide range of services on a project-by-project basis.

**SCOPE OF WORK** - Required services may include, but are not limited, to one or more of the following:

1. Services as Borough Engineer, advising the Borough Administration on engineering and public works issues (water and sewer), and including all the statutory requirements and the customary services of Borough Engineer, such as inspection of Borough roads, drainage, site meetings, and other information including recommendations of capital repairs and improvements. The Borough Engineer would also be required to serve as Stormwater Management Coordinator.
2. Provide on-call response in the event of an emergency, natural disaster, or significant weather events.
3. Engineering and design of the Borough's public works projects and preparation of specifications, review of bids, recommendations of award, inspection of work and general contract administration and support of the Public Works Department.
4. Advise Borough Departments in general and public works in particular on engineering issues and operational procedures as needed and requested.
5. Assist in resolving citizen complaints as requested.
6. Infrastructure planning, engineering and design improvements.
7. Construction and inspection of public improvements in approved developments.
8. Vehicle and pedestrian traffic improvements including traffic signals and streetscapes.
9. Parks and recreation facility design, including landscaping.
10. Provide services to the Borough as Stormwater Management Coordinator.

11. Review available funding from all county, state, and federal programs and recommend, prepare and file applications for appropriate grant and/or local aid programs with the Borough Administrator.
12. File applications for permits for NJDEP, NJDOT and others related to projects.
13. Maintain or assist in maintaining official Borough Maps and plan specifications and as-built plans of Borough projects and of public improvements in developments.
14. Surveying.
15. Maintenance of Tax Maps
16. Assist the Borough Zoning Officer and Planning Board Secretary with application and plan review.
17. Provide weekly status reports to the Borough Administrator via e-mail at no extra charge.
18. Provide the Netcong Borough Planning Board with engineering services on an as needed basis, including conducting investigations, preparing reports on applications and conducting inspections as needed.
19. Appear before the Planning Board and administrative agencies to represent the interests of the Borough of Netcong.
20. Perform other engineering services and tasks as assigned by the Planning Board.

The Netcong Borough Council meets twice a month on the 1<sup>st</sup> and 2<sup>nd</sup> Thursdays of the month and attendance maybe required at some of these meetings. The Netcong Planning Board meets on the 4<sup>th</sup> Monday of the month.

#### **MINIMUM REQUIREMENTS**

1. Must be a Certified and currently Licensed New Jersey Professional Engineer. The Engineer shall have at least ten (10) years of experience as a municipal engineer in the state of New Jersey.
2. Must have a minimum of ten (10) years' experience in providing consulting engineering and related discipline services to New Jersey municipal government, Planning Board and Zoning Board in a community with similar demographics as the Borough of Netcong.
3. Must have the appropriate State of New Jersey training to serve as the Borough's Stormwater Management Coordinator.
4. Provide a list of municipalities for which you have provided services.
5. Provide at least three (3) professional references.

6. Must have a Certificate of Authorization if a corporation.
7. Must document that the firm can provide the necessary consulting services required in the field of municipal engineering including, but not limited to, licensed engineers, licensed land surveyors, engineering technicians, CAD technicians, field inspectors, etc.
8. All proposals must provide a detailed description of the company's qualifications and experience. The description shall include the resumes of the personnel who will be assigned to provide services to Netcong Borough.
9. Must document experience in municipal capital and public works projects including, but not limited to, road reconstruction, drainage facilities, public buildings and facilities and recreational facilities, etc.
10. Must document that the firm has knowledge and experience with Federal, State, County and Municipal rules, regulations, standards, permitting procedures, grant applications and all other requirements as it relates to consulting municipal engineering services.
11. Must document that the firm has knowledge and experience with the latest New Jersey Department of Environmental Protection's Municipal Stormwater Regulations.
12. Must document that the firm has knowledge and experience related to Geographical Information Systems.
13. The Engineer and/or Firm shall carry professional liability insurance with limits acceptable to the Borough during the term of his/her retention.

## **EVALUATION CRITERIA**

- Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned.
- Knowledge of Netcong Borough and the subject matter to be addressed under this agreement.
- Availability to attend all required meetings.
- Availability of personnel, facilities, equipment and other resources to provide such services.
- Qualifications and experience of personnel and organization including a list and status of major projects.
- Reasonableness of Cost Proposal.
- Further consideration will be given to those firms that can provide a licensed

water/sewer operator to serve as back up support for the Borough's full-time staff. Licenses should include T1, W2 and C2.

- Any other factors you wish the Evaluation Committee to consider in evaluating your ability to perform the professional services requested by the Borough.

## **INSTRUCTIONS**

Include a summary which includes the following:

- References
- Hourly costs
- Areas of specialties

A proposal should include a cover letter and resume outlining candidate's credentials and experience, and any other factors relevant to the evaluation criteria. "Also, include the mandatory requirements included as part of this request for Proposal."

In addition, the following information shall be submitted by the applicant. The Borough Council may select candidates for an in-person interview after reviewing all submitted proposals. Each applicant should submit the following information with their proposal.

An executive summary of not more than two pages identifying and substantiating why the applicant is best qualified to provide the requested services.

A staffing plan listing those persons who will be assigned to the engagement if the applicant is selected, including the designation of the person who would be the applicant's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.

A description of the applicant's experience in performing services of the type required by the position of Borough Engineer. Specifically identify client size and specific examples of similarities with the scope of services required under for the position of Borough Engineer.

The location of the office, if other than the applicant's main office, at which the applicant proposes to perform services required for the position of Borough Engineer.

Provide references including the contact names, titles, address and phone numbers.

In its proposal, the applicant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

Documentation that the applicant meets the minimum qualifications for the position as outlined hereinafter.

The Netcong Borough reserves the right to reject any and all proposals.

All proposals must be in a sealed envelope and clearly marked "RFQ-COMBINED BOROUGH AND PLANNING BOARD ENGINEERING SERVICES."

Proposals must be received by 10:30 A.M. on Thursday, June 27, 2019. One original and one copy of the proposal must be presented. All proposals are to be delivered to:

Netcong Borough  
23 Maple Avenue  
Netcong, NJ 07857  
Attn: Ralph Blakeslee, Borough Administrator

Any questions can be addressed to Ralph Blakeslee, 973-347-0252, extension 117.

**MANDATORY DOCUMENT REQUIREMENTS**

*Check Off Boxes to Indicate Forms Are Included*

- SUMMARY AS DETAILED IN THE "INSTRUCTIONS" SECTION OF THE RFP
- RFP COST FORM NETCONG BOROUGH
- EXPERIENCE SHEET
- INSURANCE SHEET & REQUESTED DOCUMENTATION
- MANDATORY EEO LANGUAGE
- AMERICANS WITH DISABILITIES ACT OF 1990
- AFFIRMATIVE ACTION COMPLIANCE NOTICE
- NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS.



# Borough of Netcong

23 MAPLE AVENUE  
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TEL 973-347-0252

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## RFP COST FORM NETCONG BOROUGH Borough Engineer

Hourly Rate of Pay

\$ \_\_\_\_\_

Signature

\_\_\_\_\_

Type or Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Company

\_\_\_\_\_

Address

\_\_\_\_\_

### FEE PROPOSAL

The applicant shall provide a proposed fee schedule to the Borough for all engineering services, itemized by each type of service (i.e. professional engineer, assistant engineer, surveyor, project inspector, office staff, if applicable, etc.).





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## EXPERIENCE SHEET

NOTE: The applicant is required to submit below detailed evidence that he/she is a competent organization which has performed work similar in amount, value, cost character and proportions, and the necessary financial resources to perform the work in a satisfactory manner. Specifically identify client size and specific examples of similarities with the scope of services required under the technical specification.

Year    Type of Work    Name & Address of municipal client

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**Business Name (Print):**

**Representative's Name (Print):**

**Representative's Title:**

**Representative's Signature:**

**Phone:**

**Date:**



# Borough of Netcong

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## Engineer Insurance specifications

### Insurance:

1. **Comprehensive General Liability** insurance coverage, written on an occurrence basis, and must not be altered by any endorsement limiting coverage. Limits of liability shall not be less than the following:

\$2,000,000 General Aggregate per location/per job

\$2,000,000 Products/Completed Operations

\$1,000,000 Personal Injury & Advertising Injury

\$1,000,000 Each Occurrence Combined Single Limit for Bodily Injury and Property Damage

The coverage shall include:

- a. Premises/Operations
  - b. Independent Contractors/ contingent liability for the operations of subcontractors involved in the performance of work
  - c. Contractual liability
  - d. Broad form property damage including completed operations  
Coverage for liability arising from explosion, collapse and underground damage.
  - e. Personal injury coverage, including coverage for liability arising from false arrest, malicious prosecution, willful detention, libel, slander, defamation of character, invasion of privacy and wrongful egress or entry.
  - f. Products and completed operations.
  - g. Limited Pollution Cleanup at a limit of \$100,000.
2. **Comprehensive Automobile Liability** insurance covering use of all owned, non owned, hired or leased automobiles with limits of liability not less than \$1,000,000 combined single limit for bodily injury and property damage. Coverage should include uninsured/underinsured motorist at limits of \$1,000,000.
3. **Workers' Compensation insurance** in accordance with laws of the State of New Jersey as well as Employers Liability Insurance with limits not less than \$500,000/\$500,000/\$500,000.
4. **Umbrella Liability Insurance** policy written on an occurrence basis with a minimum combined single limit of \$4 million as "follow form" excess of the Professional's Employers Liability, Commercial General Liability, Comprehensive Automobile Liability.



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## Engineer Insurance specifications

5. Professional Liability/Errors & Omissions covering the professional services to be rendered with minimum limits of \$2,000,000 per occurrence/aggregate.

### Additional Requirements:

1. The municipality, their officers, officials, agents, employees and consultants shall be named as an additional insured for the work to be performed and the contractual obligations contained herein under the contract on policies listed in 1,2,&4 above
2. Certified copies of all insurance policies provided above or certificates thereof satisfactory to municipality shall be furnished forthwith. Each such policy or certificate shall contain a provision that it is not subject to change, cancellation or non renewal unless 30 days prior notice have been given to the municipality via certified mail/return by the contractor's insurer. These must be received 30 days prior to commencement of work.
3. The engineer agrees that is will defend, indemnify and save harmless the municipality, its officers, agents, and employees from any and all liability, suits, actions, and demands and all damages, costs or fees on account of injuries to persons, or property, including accidental death, arising out of or in connection with the work, or by reason of the operations under this agreement.
4. All insurance coverage evidenced by the Professional in accordance with this contract shall be from A.M. Best's rated A- VIII" or better Insurance Company licensed to do business in the State of New Jersey.

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

**Representative's Name (Print):** \_\_\_\_\_

**Representative's Title:** \_\_\_\_\_

**Representative's Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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



# Borough of Netcong

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## *Mandatory EEO Language*

### **Goods, Professional Services and General Service Contracts**

During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

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



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## *Mandatory EEO Language*

engages in direct or indirect discriminatory practices.

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

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 contractor 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**
- **Employee Information Report Form AA302**

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

**Business Name:** \_\_\_\_\_

**Business Owner Name (print):** \_\_\_\_\_

**Business Owner Signature:** \_\_\_\_\_

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



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23 MAPLE AVENUE

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## *Americans with Disabilities Act of 1990*

The CONTRACTOR and the BOROUGH OF NETCONG do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C~ S12101 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 act benefit, or service on behalf of the BOROUGH OF NETCONG pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the BOROUGH OF NETCONG in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the BOROUGH OF NETCONG, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the BOROUGH OF NETCONG grievance procedure, the CONTRACTOR agrees to abide by any decision of the BOROUGH OF NETCONG which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOROUGH OF NETCONG or if the BOROUGH OF NETCONG must any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its OWN expense.

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

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

It is further agreed and understood that the BOROUGH OF NETCONG assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the BOROUGH OF



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## *Americans with Disabilities Act of 1990*

NETCONG from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Borough of Netcong from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

**Business Name (Print):**

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**Representative's Name (Print):**

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**Representative's Title:**

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**Representative's Signature:**

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**Phone:**

**Date:**

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# Borough of Netcong

23 MAPLE AVENUE  
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## *Affirmative Action Compliance Notice*

### **Goods, Professional Service and General Service Contracts**

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

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

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

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

**Business Name:**

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**Representative's Name:**

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**Representative's Signature:**

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**Date:**

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**Phone:**

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# Borough of Netcong

23 MAPLE AVENUE

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## **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44 (g) (3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales or tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L. 2001, c.134 (C. 52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (C.5:12-92), or that provides false business registration information under the requirement of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency."

## **NJ BUSINESS REGISTRATION FORM MUST BE SUBMITTED WITH RFP**

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

**Representative's Name (Print):** \_\_\_\_\_

**Representative's Title:** \_\_\_\_\_

**Representative's Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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