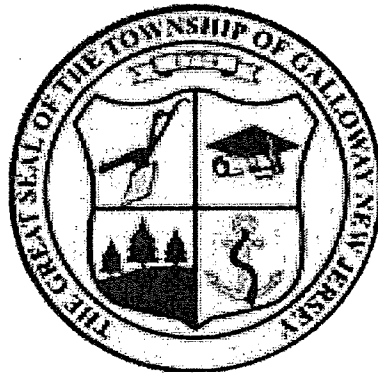


Animal Control for the Township of Galloway



Proposal Due Date:
Tuesday, December 17, 2024
@12:00 pm

Specifications

TECHNICAL SPECIFICATIONS

SCOPE AND DESCRIPTION OF SERVICES

The Township is interested in entering into a contract with a qualified vendor who is able to provide Animal Control Services for the Township of Galloway, within the jurisdiction of the Township, as detailed and described herein.

The contractor shall be required to provide animal control services as detailed and described herein and in accordance with all regulations established by the State of New Jersey for performing such services. Vendors must be certified by the New Jersey Department of Health as a Certified Animal Control Officer prior to contract award.

The Township reserves the right to award the contract for the performance of these services in the manner which is most advantageous to the Township.

Once awarded, this contract shall be managed and enforced by the Township Clerk. All inquiries, invoices and all paperwork submitted for payment shall be directed to the Township Clerk.

Respondents shall provide on the Official Proposal Form their annual total, all-inclusive price that they shall charge the Township to provide the animal control services and total for emergency transportation of animal under investigation as detailed and described herein. Contractor payment shall be made on a monthly basis.

Services to be provided by the contractor within the jurisdiction of Galloway Township shall include but not be limited to the following:

- A. All services performed under this contract shall conform to the Federal and State requirements in effect at the time of the contract-specifically N.J.S.A. 4:22-17 (c),(4), N.J.S.A. 19-15.8(a) and N.J.A.C. 8:32A-1.12(c)(1).
- B. Vendor must have at least (3) years field experience as an Animal Control Officer.
- C. Vendor must hold a New Jersey Animal Control Officer Certification. Vendor must also list any additional staff workers and their certifications.
- D. The Vendor shall proactively patrol the streets and neighborhoods of the municipality for lost, stray and free roaming animals.
- E. The Vendor shall receive and respond to all communications from authorized Township personnel and Galloway Township residents/property owners. The contractor shall, within one (1) hour of receipt of said communications, apprehend by proper means, all stray animals and/or animals running at large and shall transport them, at the contractor's expense, to the Atlantic County Animal Shelter. The vendor shall immediately contact the owner(s) of the animal(s) apprehended that have identification. The vendor will be responsible for any emergency that requires transportation of an animal that is under investigation and/or one that requires a necropsy.
- F. Vendor shall be available between the hours of 8:00am and 4:30pm. Vendor will respond to emergency calls 24 hours per day, 7 days per week.

- G. Telephone calls pertaining to rabid animals, dog bites and/or dogs which have been hit by a car but are still alive and received between the hours of 4:31 P.M. and 7:59 A.M., weekends and holidays, shall be considered emergencies. Outside business hours, all animals should be taken to the Mount Laurel Animal Hospital, 220 Mount Laurel Road, Mount Laurel, New Jersey 08054, 856-234-7626 (open 24 hours 7 days a week).
- H. Owners of free roaming animals will be contacted before transporting them to the Atlantic County animal shelter.
- I. The Vendor shall provide to the Township a telephone number by which residents may contact the contractor when services are required. The contractor shall additionally provide the Township with a cellular telephone number, which will not be released to the public, by which the contractor may be reached either by Township personnel and/or by the New Jersey State Police. An answering machine will be available to accept calls from the vendor beyond normal working hours. Fax and e-mail communications is strongly suggested in the event of emergencies and for prompt communications with the contract administrator.
- J. Vendor will investigate dog bites and impound animals under the NJ Vicious Dog Law N.J. S.A. 4-19-19, 4:19-23, 4:19-24, 4:19-32. The owner is responsible for removal and boarding costs.
- K. Vendor will provide residents with humane traps for the capture of feral and stray cats. All cat trapping will be conducted to comply with Title 4-Agriculture and Domestic Animals section 4:22-17.5. Vendor will remove contained stray cats during normal business hours only. The Township shall be responsible for reasonable replacement costs, if traps are stolen or damaged.
- L. The Vendor shall hold any deceased cat(s) or dog(s) for a period of 8 hours. The contractor shall scan the animal for a microchip and post on social media if one is found; this will allow the owner the opportunity to claim and retrieve their pet. The social media platform shall be but not limited to Facebook and Nextdoor.
- M. The contractor shall provide humane treatment to all animals in conformity with the rules and regulations established by the New Jersey Department of Health.
- N. The Vendor shall complete and maintain all required records and documentation and shall make them available for inspection by an authorized Township personnel. With the vendors invoice, a listing of the activity shall be submitted and will include specific information to identify the animal and response made to an inquiry (including date, time and outcome of the calls).
- O. The Vendor shall conduct, in accordance with State regulations, regular patrols of the Township to apprehend stray and/or running at large animals and to detect possible violations of State and Local animal regulations.
- P. The Vendor will investigate code violations in regards to dogs and cats and issue warnings and summons for violations of said codes. This will also include Municipal court appearances.
- Q. The Vendor shall inspect sick and/or injured animals to determine whether they need emergency veterinary care. If so, the injured animal should be taken to the Absecon Veterinary Hospital, 195 S. New Road, Absecon, New Jersey 08201, 609-646-7013 (hours of operation 8:00 am to 10:00 pm). The Vendor shall submit all veterinary fees to the owner(s), if known, and if not known, to the Township.
- R. The Vendor is responsible for reporting any seized and suspected rabid animal to the Atlantic County Health Department. This shall be done immediately. The vendor shall also report any wild animal exposure to domestic animal(s) or human being. The Atlantic County Health Department working hours are 8 A.M. to 5 P.M., phone 609-645-5971. Nights, weekends and holidays a representative of the Health Department can be reached via the Atlantic County Sheriff's Department 609-909-7200 or 609-641-0111.

- S. Vendor shall provide all necessary equipment needed to patrol and impound sick, stray and injured animals. The vendor shall provide a listing of equipment available to the ACO for use in performing the services under this contract. All vehicles used under this contract shall be equipped with Humane Society Approved dog boxes and must have current inspection, registration, and insurance. Vehicles shall be made available to the Township for inspection.
- T. All primary enclosures such as compartments, cages, etc., used to transport animals in vehicles shall be equipped with supplementary air conditioning and heating to maintain the temperature within the enclosure between 85 degrees Fahrenheit and 45 degrees Fahrenheit at all times when animals are in the enclosure per N.J.A.C. 8:23A-1.12.
- U. Per N.J.S.A. 4:19-15.16b no one shall apply for the position of Animal Control Officer if he/she has been convicted of animal cruelty. If any animal control employee is found to be guilty, the Township will immediately notify the NJDHSS and will terminate that officer.
- V. Vendor shall provide a listing of personnel that are available to assist the ACO in the performance of the duties of this contract. Under no circumstance will any individual whose ACO certification has been revoked by the State of New Jersey perform any duties under this contract as an ACO. All personnel shall bear uniforms and carry appropriate identification at all times.
- W. Vendor will provide a copy of all licensing, insurance documents, W-9, Business Registration Certificate and completed Pay to Play forms with the proposal.
- X. Vendor is responsible for transporting any animal(s) to Trenton for autopsy if directed by Atlantic County Prosecutor's Office. Any animal suspected of cruelty or any other violent act, the animal will be placed in a refrigerator not a freezer.
- Y. ***Vendor must provide monthly and yearly reports. All reports are to be submitted to the Purchasing Agent and a copy to the Township Clerk.***

PAYMENT

Vendor payment will be made on a monthly basis. A purchase order will be issued from the Township of Galloway for these services. With each purchase order a voucher will be submitted for a Claimant Signature. The vendor will sign the voucher and return it, along with an invoice and report to the Galloway Township Clerk for payment.

Pay to Play Documents

TOWNSHIP OF GALLOWAY
OWNERSHIP STATEMENT – STOCKHOLDER DISCLOSURE FORM

LEGAL NAME OF BIDDER: _____

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| ☐ Partnership | ☐ Corporation | ☐ Sole Proprietorship |
| ☐ Limited Partnership | ☐ Limited Liability Corporation | ☐ Limited Liability Partnership |
| ☐ Subchapter S Corporation | ☐ Other, Please List _____ | |

The list below contains the names and addresses of all stockholders who own ten (10%) percent or more of the above company's stock, and if there **are NO STOCKHOLDERS OF 10% OR MORE**, simply check the **second box below**. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, must also be listed.

The disclosure shall be continued until names and addresses of every person who is a non-corporate stockholder, or individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

BIDDERS/RESPONDENTS MUST CHECK THE APPROPRIATE BOX:

- ☐ I certify that the **list below** contains the names and addresses of all **stockholders holding 10% or more** of the issued and outstanding stock of the undersigned.
- ☐ I certify that **no one stockholder** owns 10% or more of the issued and outstanding stock of the undersigned.

☐ Publicly Traded - For publicly traded entities to comply with N.J.S.A. 52:25-24.2 they may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent

Submit here the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing:

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

(Note: Attach additional pages if necessary)

(Respondent/Respondent Authorized Signature)

(Date)

(Print name of authorized signatory)

(Title)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF GALLOWAY

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding September 12, 2006 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Galloway as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

RJ Amato, III, Council Member	Anthony Coppola, Jr., Mayor
Thomas Bassford, Council Member	Anthony DiPietro, Deputy Mayor
Rich Clute, council Member	
Clifton Sudler, Jr., Council Member	
Muhammad Umar, Council Member	

Part II – Ownership Disclosure Certification

☐ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership
 ☐ Corporation
 ☐ Sole Proprietorship
 ☐ Subchapter S Corporation
☐ Limited Partnership
 ☐ Limited Liability Corporation
 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant : _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2____.

 (Witnessed or attested by)

My Commission expires:

 (Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF GALLOWAY

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$200 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1

([www.nj.gov/dca/lgs/lfnslfnmenu.shtml](http://www.nj.gov/dca/lgs/lfnslfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract.

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

<sup>1</sup> N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

|              |  |        |      |
|--------------|--|--------|------|
| Vendor Name: |  |        |      |
| Address:     |  |        |      |
| City:        |  | State: | Zip: |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

## Continuation Page

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page \_\_\_\_\_ of \_\_\_\_\_

Vendor Name:

[illegible]

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders  
{County Executive}

County Clerk  
Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

|                      |                    |                     |
|----------------------|--------------------|---------------------|
| Absecon City         | Estell Manor City  | Mullica Township    |
| Atlantic City        | Folsom Borough     | Northfield Township |
| Brigantine City      | Galloway Township  | Pleasantville City  |
| Buena Borough        | Hamilton Township  | Port Republic City  |
| Buena Vista Township | Hammonton Township | Somers Point City   |
| Corbin City          | Linwood City       | Ventnor City        |
| Egg Harbor City      | Longport Borough   | Weymouth Township   |
| Egg Harbor Township  | Margate City       |                     |

Boards of Education (Members of the Board):

|                     |                             |                    |
|---------------------|-----------------------------|--------------------|
| Absecon City        | Folsom Borough              | Mainland Regional  |
| Atlantic City       | Galloway Township           | Mullica Township   |
| Buena Regional      | Greater Egg Harbor Regional | Northfield City    |
| Egg Harbor City     | Hamilton Township           | Pleasantville City |
| Egg Harbor Township | Hammonton Township          | Somers Point City  |
| Estell Manor City   | Longport                    | Weymouth Township  |

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1  
Buena Borough Fire District No. 2  
Buena Vista Township Fire District No. 1  
Buena Vista Township Fire District No. 2  
Buena Vista Township Fire District No. 3  
Buena Vista Township Fire District No. 4  
Buena Vista Township Fire District N

TOWNSHIP OF GALLOWAY  
PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT  
ACTIVITIES DISCLOSURE.

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Bidder: \_\_\_\_\_

PART 1: CERTIFICATION  
COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>.  
<http://www.state.ni.us/treasury/purchase/pdf/Chapter25List.pdf>.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certifications.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia of Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

CONTRACT AWARDS AND RENEWALS

☒ I certify, pursuant to law, that neither the person or entity listed above nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's list of entities engaged in prohibited activities in Russia or Belarus pursuant to PL. 2022, c. 3 or in investment activities in Iran pursuant to PL. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS.

☐ I certify, pursuant to law, that neither the person or entity listed above nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's list of entities engaged in prohibited activities in Russia or Belarus pursuant to PL. 2022, c. 3 or in investment activities in Iran pursuant to PL. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED  
ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investments activities in Iran in the space below and, if needed, on additional sheets provided by you.

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I, acknowledge that the Township of Galloway is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Galloway to notify the Township of Galloway in writing of any changes to the answers of information contained herein.

I, acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Galloway and that the Township of Galloway at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders/respondents are required to submit evidence of appropriate affirmative action compliance to the City and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program?** Yes ☐ No ☐  
**If yes, please submit a photo static copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Township as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?** Yes ☐ No ☐  
**If yes, please submit a photo static copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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

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

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## TOWNSHIP OF GALLOWAY

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

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

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

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

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

# Proposal Page

PROPOSAL COST FORM/SIGNATURE PAGE

The undersigned declares that he/she has read the Scope of Work attached and that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following:

|                                                    |          |
|----------------------------------------------------|----------|
| ANIMAL CONTROL SERVICES                            |          |
| ONE (1) YEAR CONTRACT WITH TWO (2) ONE YEAR OPTION |          |
| YEAR ONE                                           | \$ _____ |
| YEAR TWO                                           | \$ _____ |
| YEAR THREE                                         | \$ _____ |

The undersigned is a (Corporate)  
(Partnership) under the laws of the State of \_\_\_\_\_ having  
(Individual)

Its principal office at \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Federal I.D. # or Social Security #

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

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