

REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
GOLF COURSE IMPROVEMENT PROJECT

Issued by the
The City of Brigantine

Responses Due by:
October 29, 2026
10:00 AM

CITY OF BRIGANTINE
REQUEST FOR PROPOSAL
GOLF COURSE IMPROVEMENT PROJECT

PURPOSE OF REQUEST

PROJECT INTENT: Solicit competitive proposals from qualified golf course contractors for the capital improvement and renovation work identified in the contract drawings, bid form, and related project documents.

The successful proposer will demonstrate qualifications, experience, and abilities to perform the scope of services detailed in this Request for Proposal.

TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a firm by November 4th, 2026.

- | | |
|--|------------------|
| 1. Issuance of Request for Proposals | October 2, 2026 |
| 2. Receipt of Qualification Statements and Proposals | October 29, 2026 |
| 3. City Review of Review Team Recommendations | October 30, 2026 |
| 4. Approval of Professional Services Resolutions by City Council | November 4, 2026 |

NOTICE TO VENDORS

Notice is hereby given that pursuant to the New Jersey Public Contracts Law, competitive proposal process, N.J.S.A. 40A:11-4.1 through 4.5, sealed proposals will be received by the Municipal Clerk of City of Brigantine, Atlantic County, New Jersey for a **Contract for Golf Capital Improvement Project** opened and read in public at the Municipal Building, City of Brigantine 1417 W. Brigantine Avenue, Brigantine, NJ 08203 on October 29, 2026 at 10:00 AM prevailing time.

Proposal Specifications and Instructions may be inspected and obtained from 8:30 a.m. to 4:30 p.m., Monday thru Friday in the City Clerk's Office, 1417 W. Brigantine Avenue, Brigantine, NJ 08203, or on the City of Brigantine website, <https://brigantinebeach.org/municipal/departments/purchasing/>.

Potential vendors will be furnished with a copy of the Specifications by request. Proposals must be made on the standard forms in the manner designated in the Specifications, must be enclosed in sealed envelopes bearing the name and address of the Vendor, and the name of the work on the outside; addressed to Municipal Clerk of the City of Brigantine.

The award of the contract for this project is contingent upon the availability of funds. However, it is expected that no outlay of municipal funds will be required for all start-up costs. The right is also reserved to reject any or all proposals or to waive any informalities where such informality is not detrimental to the best interest of the City of Brigantine.

The successful vendor shall be required to comply with the following:

- A. Affirmative Action requirements (P.L. 1975, C.127, N.J.S.A. 10 :5-1 et. Seq.).
- B. The provisions of the **New Jersey Prevailing Wage Act** (N.J.S.A. 34:11-56.25 et. seq.) when considering any public work on the property.
- C. Anti-Kickback Regulations under Section 2 of the Act of June 13, 1934, known as the Copeland Act.
- D. Worker and Community Right-to-Know Act (N.J.S.A. 34:5A-1).
- E. The proposal must be accompanied by a list of names and addresses of all stockholders owning 10% or more of the stock in accordance with the provisions of the Public Disclosure Law (P.L. 1988, C.33, N.J.S.A. 52:25-24.2).
- F. Business Registration Act
- G. Public Contractors Registration Act, as necessary
- H. Addendum Acknowledgement

BY ORDER OF the City Council of the City of Brigantine.

Christine Murray

City Clerk

BRIGANTINE GOLF LINKS

GOLF COURSE CAPITAL IMPROVEMENT PROJECTS

INVITATION TO BID / CONTRACTOR BID PROPOSAL

1075 North Shore Drive • Brigantine, New Jersey 08203

PROJECT INTENT: Solicit competitive proposals from qualified golf course contractors for the capital improvement and renovation work identified in the contract drawings, bid form, and related project documents. Our plan is to begin March 1, 2027 and a goal to be completed by March 26, 2027.

1. PROJECT OVERVIEW

Brigantine Golf Links (BGL), 1075 North Shore Drive, Brigantine, New Jersey, is soliciting competitive bids from qualified golf course construction contractors for the implementation of capital improvement projects at the golf course. The work is intended to improve golf course playing conditions, drainage, turf performance, playability, aesthetics, and long-term facility function while maintaining a practical approach to construction sequencing and project cost.

The contract documents are intended to provide sufficient information for an experienced golf course contractor to develop a complete and competitive proposal. The bid form and design drawings are to be read together and shall form the basis of the contractor's pricing, schedule, and work plan.

2. CONTRACT DOCUMENTS

The anticipated bid package will consist of the following documents, as applicable:

- This Invitation to Bid / Contractor Bid Proposal.
- The provided project bid form and pricing worksheet.
- The design and construction drawings prepared for the capital improvement projects.
- Contractor Qualifications Statement and required project experience information.
- Contractor's proposed Time & Material (T&M) invoicing schedule.
- Any written addenda, clarifications, or supplemental instructions issued by Brigantine Golf Links.

In the event of an apparent discrepancy, omission, or conflict between documents, the contractor shall promptly request clarification from BGL before submitting a bid. Contractors are responsible for reviewing all documents and including all labor, materials, equipment, supervision, mobilization, and incidental work reasonably required to complete the project in accordance with the drawings and contract requirements.

3. CONTRACTOR QUALIFICATIONS

To be considered for award, the contractor must demonstrate the experience, personnel, equipment, and financial/organizational capacity necessary to successfully perform golf course construction and renovation work. The contractor must be a member of the GCBA or The **Golf Course Builders Association** of America.

REQUIRED QUALIFICATION	REQUIRED INFORMATION
Primary Business	Contractor is to be in the primary business of golf course construction.

Recent Experience	Contractor must have completed at least five (5) similar-scoped or larger golf course renovation projects within the past three (3) years.
Project References	Provide owner/client name, project location, project description, approximate contract value, completion date, and contact information for at least five qualifying projects.
Key Personnel	Identify the proposed project manager/superintendent and other key personnel who will be assigned to the project.
Equipment & Resources	Identify major construction equipment and resources that will be available to perform the work.
Safety & Compliance	Provide evidence of the contractor's ability to perform the work safely and in compliance with applicable requirements.

The five-project experience requirement is a minimum qualification and is not intended to limit contractors from submitting additional relevant project experience.

4. SITE VISITS / PRE-BID REVIEW

- Site visits are not mandatory; however, a site visit is strongly recommended before submitting a bid.
- Site visits may be coordinated through Brigantine Golf Links. Contractors should contact Marc Kimminau, General Manager, at 609-266-1388 or mkimminau@brigantinenj.gov to arrange access.
- Contractors are responsible for becoming familiar with existing site conditions that may affect their work, including access, staging, drainage, irrigation, existing grades, turf conditions, utilities, and other visible field conditions.
- Failure to visit the site shall not relieve the successful contractor of responsibility for performing the work in accordance with the contract documents.

5. BID FORM INSTRUCTIONS

1. Contractors shall complete the provided bid form and submit it with the proposal.
2. Contractors shall edit only the cells specifically highlighted in green on the provided bid spreadsheet/form.
3. Contractors are required to independently verify all formulas, quantities, extensions, subtotals, and mathematical calculations before submitting the bid.
4. All bid prices shall include all labor, materials, equipment, supervision, mobilization, demobilization, disposal, freight, incidental work, and other costs necessary to complete the work unless specifically identified otherwise.
5. Any assumptions, exclusions, clarifications, or proposed substitutions shall be clearly identified in a separate written statement accompanying the bid.
6. Contractors shall not alter the structure, formulas, or non-highlighted portions of the provided bid form unless specifically authorized by BGL.

6. TIME & MATERIAL PRICING

In addition to the completed bid form, each contractor shall submit a detailed Time & Material (T&M) invoicing schedule. The T&M schedule is intended to establish transparent unit rates for work that may be authorized by BGL outside the fixed-price bid scope.

- Labor rates by classification, including regular-time and applicable overtime rates.
- Equipment rates by major equipment type, including operator where applicable.
- Material markups, if any, clearly stated as a percentage.
- Subcontractor markups, if any, clearly stated as a percentage.
- Delivery, freight, disposal, and other applicable pass-through charges.

- Any minimum call-out, mobilization, or standby charges.
- The basis for any other T&M charge that may be invoiced.

The estimated T&M totals shown in the bid worksheet are for bid-package development purposes only unless specifically identified in the final solicitation. BGL may remove estimated T&M totals before posting the final bid package. T&M work shall not be performed or invoiced unless authorized in writing by BGL's designated representative.

7. SCOPE OF WORK

The contractor's scope shall include the capital improvement work shown on the project drawings and identified in the provided bid form. The drawings shall be considered an integral part of the scope.

- Construction layout, field verification, and coordination necessary to establish proposed grades, limits, and work areas.
- Mobilization, demobilization, site access, staging, and protection of existing facilities.
- Removal, demolition, excavation, grading, shaping, and disposal as indicated by the drawings and bid form.
- Drainage and/or subsurface infrastructure work shown on the plans, including required connections and restoration.
- Golf course earthwork and finish grading necessary to achieve the design intent.
- Green, tee, bunker, fairway, rough, approach, or other golf course feature renovation shown on the drawings.
- Installation or modification of irrigation, drainage, sleeves, piping, fittings, or related components were shown or required by the design.
- Root-zone, sand, soil, aggregate, bunker material, or other specified materials identified in the plans or bid form.
- Turf establishment, seeding, sodding, sprigging, or other finish restoration specified in the project documents.
- Final cleanup, punch-list work, restoration of disturbed areas, and demobilization.
- Coordination with BGL operations so that construction activities are sequenced safely and with appropriate consideration for continued golf course operations where applicable.

The above list is a general description and does not supersede the detailed drawings, specifications, bid form, or written addenda. Contractors shall price the complete work shown and reasonably implied by the contract documents.

8. CONSTRUCTION COORDINATION & COURSE OPERATIONS

- The contractor shall coordinate work with BGL management and designated golf course personnel before commencing construction activities.
- Construction access, staging, material storage, haul routes, and equipment locations shall be approved by BGL.
- The contractor shall maintain safe separation between construction operations and golfers, employees, and visitors.
- Construction activities shall be scheduled to minimize unnecessary disruption to golf course operations.
- The contractor shall protect existing improvements and repair damage caused by its operations at no additional cost to BGL, except where otherwise authorized.

9. PROJECT SCHEDULE

Each bidder shall provide a proposed construction schedule with its bid. The schedule shall identify anticipated mobilization, major construction phases, material lead times, turf establishment, substantial completion, and final completion.

- Proposed start date and anticipated duration.
- Major construction milestones.
- Long-lead materials or equipment that could affect completion.
- Proposed staffing and equipment levels during major phases.
- Any anticipated owner decisions or approvals required to maintain the schedule.

The final construction schedule will be coordinated with BGL and incorporated into the contract or notice to proceed as appropriate.

10. BID SUBMISSION REQUIREMENTS

A complete proposal should include, at minimum:

1. Completed BGL bid form, with only permitted green-highlighted cells edited.
2. Contractor Qualifications Statement.
3. List and description of at least five qualifying golf course renovation projects completed within the past three years.
4. Project references and contact information.
5. Proposed project schedule.
6. Key personnel and project organization.
7. Detailed Time & Material invoicing schedule.
8. Written assumptions, exclusions, clarifications, and proposed substitutions, if any.
9. Acknowledgment of all issued addenda, if applicable.
10. Required licensing, insurance, bonding, and other documentation specified by the final solicitation.

11. PRICING & BID VALIDITY

The contractor shall provide a complete lump-sum or itemized price as required by the bid form. Pricing shall be based upon the contractor's review of the complete bid package and site conditions.

- All quantities and calculations shall be reviewed and verified by the bidder.
- Unit prices shall be provided where requested on the bid form.
- Any alternates shall be clearly separated from the base bid.
- The contractor shall identify any allowance included in the proposal.
- The bidder shall state the period for which its proposal will remain valid, subject to the final solicitation requirements.

12. CONTRACTOR RESPONSIBILITIES

- Provide qualified supervision and labor for the duration of the work.
- Provide all equipment and materials required to complete the work unless specifically furnished by BGL.
- Maintain the work site in a safe, orderly, and professional condition.
- Comply with applicable federal, state, county, and local requirements, permits, codes, and safety regulations.
- Coordinate subcontractors and suppliers and remain responsible for their work.
- Provide required submittals, product information, samples, schedules, and documentation requested by BGL.
- Complete punch-list items and correct deficient work promptly.
- Leave the project area clean and ready for use at completion.

13. OWNER / BGL RESPONSIBILITIES

- Provide the contractor with the applicable contract documents and design drawings.
- Coordinate reasonable site access for approved site visits and construction activities.
- Identify the designated BGL representative for project coordination.
- Review contractor submittals and requests for information in a timely manner.
- Coordinate golf course operations and contractor access to the extent reasonably practicable.

14. BASIS OF AWARD

BGL intends to evaluate submitted proposals for completeness, responsiveness to the bid documents, contractor qualifications, relevant golf course construction experience, proposed schedule, pricing, and demonstrated ability to successfully perform the work. BGL reserves the right to request clarification of a proposal and to reject any proposal in accordance with the final solicitation and applicable procurement requirements.

15. QUESTIONS / CLARIFICATIONS

BID CONTACT: Marc Kimminau, General Manager | 609-266-1388 | mkimminau@brigantinenj.gov

All questions concerning the project, drawings, bid form, site conditions, or bidding requirements should be directed to the designated Brigantine Golf Links project representative before the bid deadline. Responses that modify or clarify the solicitation should be issued in writing and, when applicable, distributed to all participating bidders as an addendum.

16. CONTRACTOR CERTIFICATION

By submitting a bid, the contractor certifies that it has reviewed the bid documents, understands the scope of work, has had the opportunity to inspect the site, has verified its pricing and calculations, and is prepared to furnish the labor, materials, equipment, supervision, and services necessary to complete the project in accordance with the contract documents.

Company Name

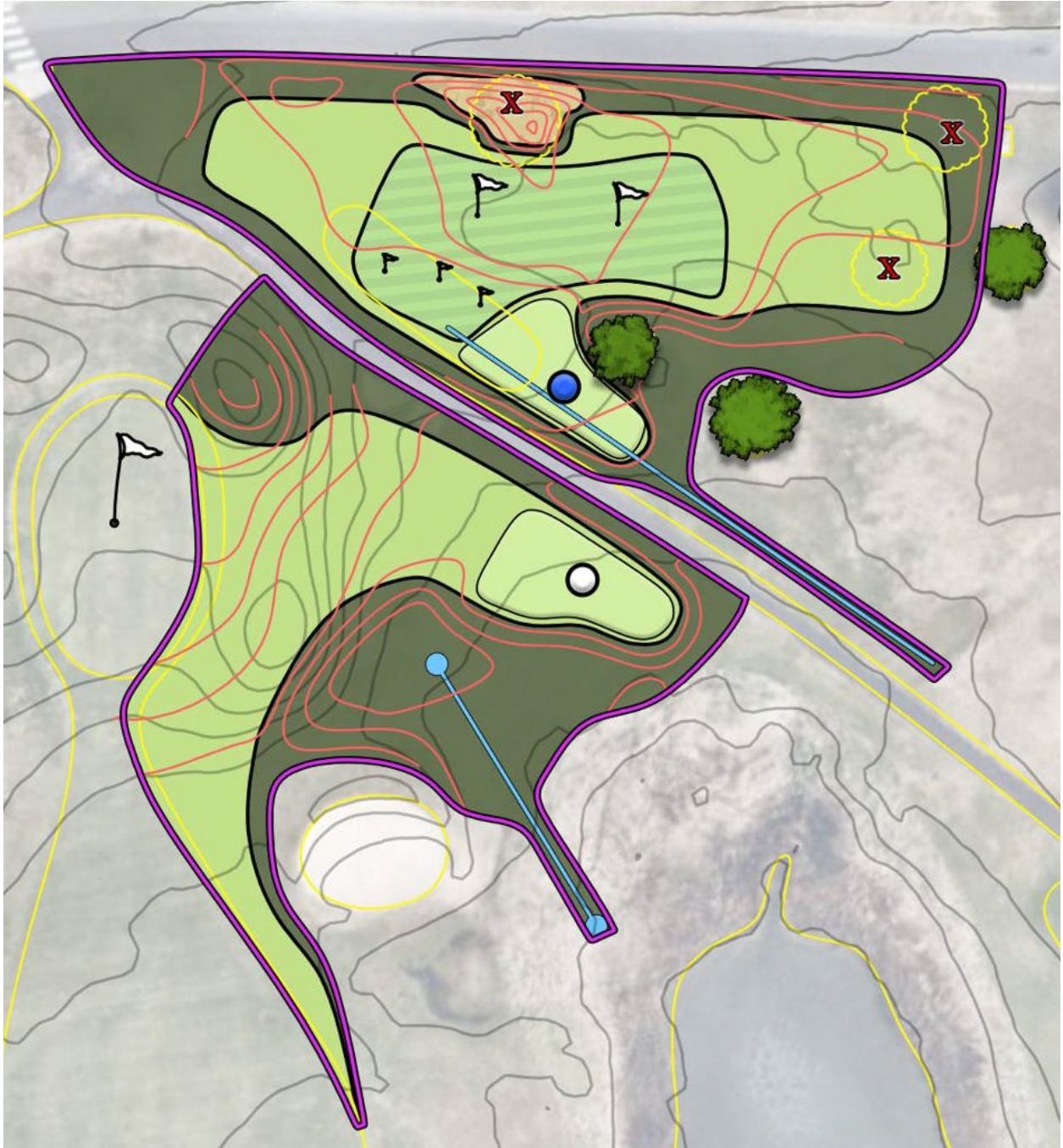
Authorized Representative

Signature / Date

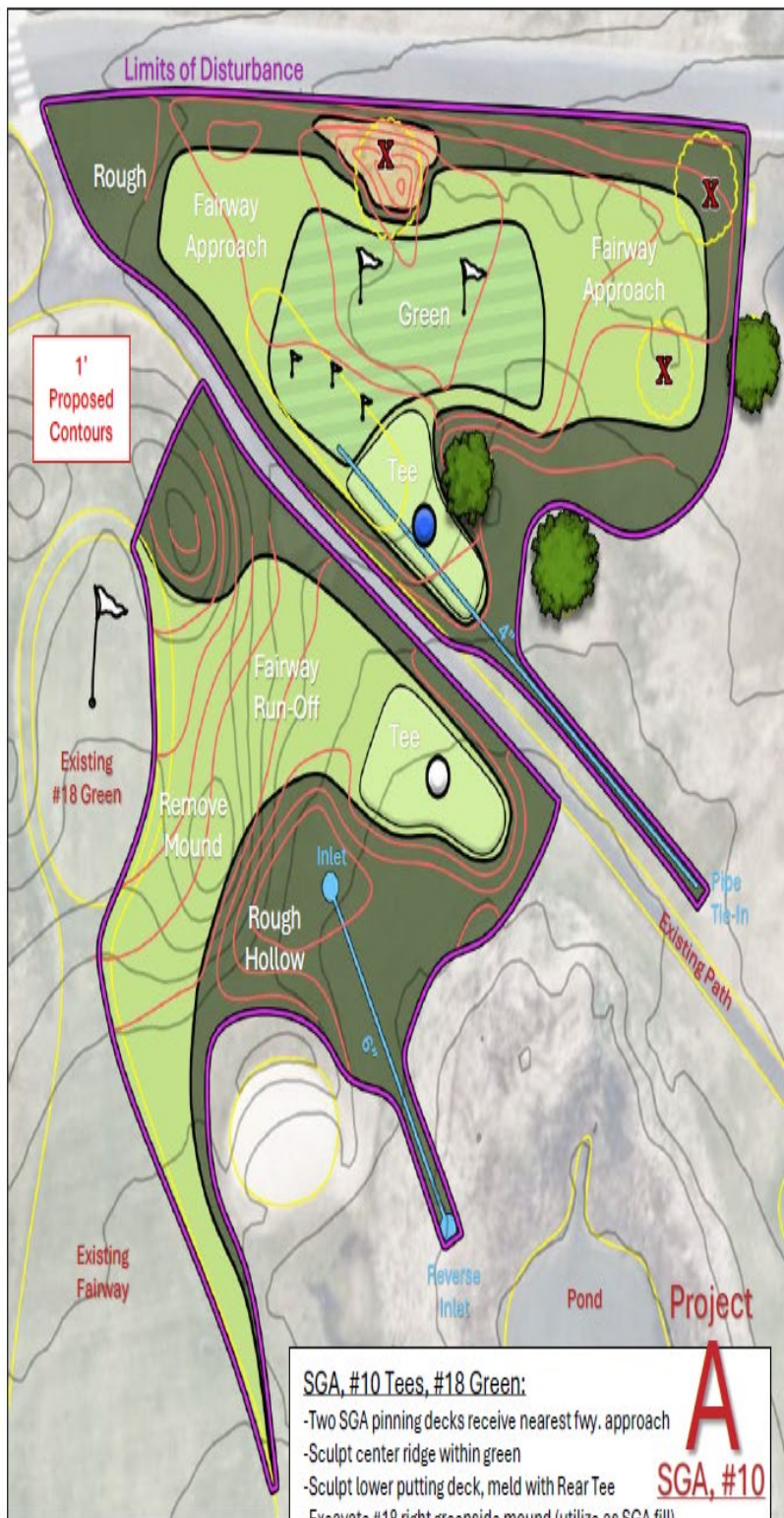
Phone / Email

EXHIBIT A — DESIGN DRAWING

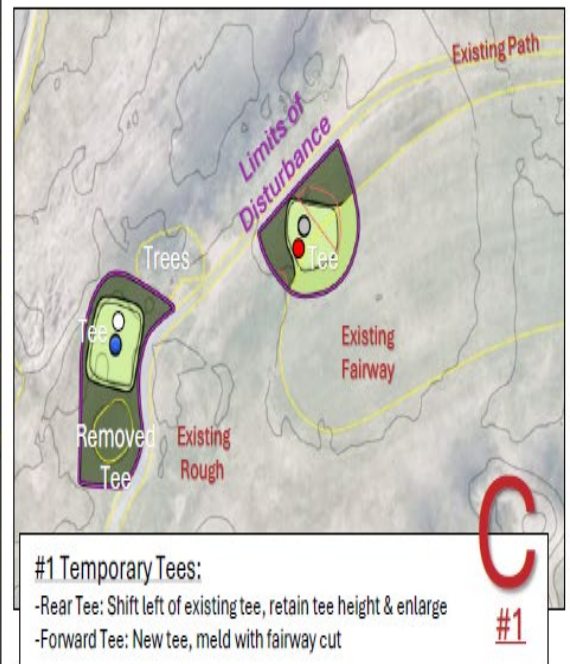
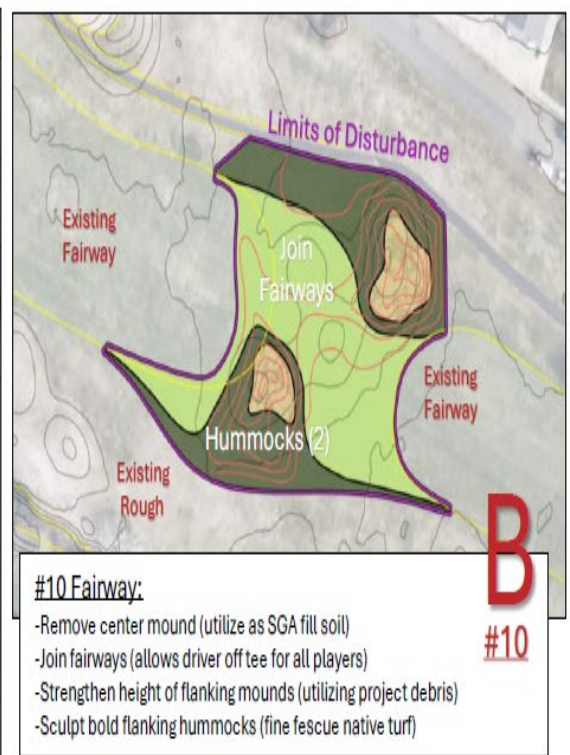
Capital Improvement Project Design Drawing



The design drawing above is included as an exhibit to the bid package. Contractors shall review the complete set of issued drawings and bid documents before preparing their proposal.



Note: City Staff to remove trees and stumps & relocate #10 tee sign prior to project



Brigantine Golf Links

Clubhouse Campus Improvement Plans

Brigantine, NJ
September 3, 2026



Please find the BID Form as attachment with this proposal.

**CITY OF BRIGANTINE
OWNERSHIP 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:

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)

**CITY OF BRIGANTINE
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____ ss:

I, _____ residing in

(Name of Affiant)

(Name of Municipality)

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

(Title or Position)

(Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP entitled

(Title of Proposal)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit

are true and correct, and made with full knowledge that the City of Brigantine relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(Name of Firm/Company)

(Signature of Affiant)

(Type or Print Name of Affiant)

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 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 city files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the City, 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 City 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?
If yes, please submit a photocopy of such approval.

Yes ☐ No ☐

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 City 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?
If yes, please submit a photo copy of such approval.

Yes ☐ No ☐

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 City. 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.

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: _____

**CITY OF BRIGANTINE
EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-36 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27 et seq.
Goods, Professional Service 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The 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 nondiscrimination 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer advising the labor union of the contractor's commitments under this chapter 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 meet targeted city employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing 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 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 targeted 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

CITY OF BRIGANTINE
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
(CONTINUED)

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; and

Employee Information Report Form AA302

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

Submitted by: _____
(Name of the Firm)

Name: _____
(Please print or Type)

Signature: _____

Title: _____

Dated: _____

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID



State Treasurer

CITY OF BRIGANTINE

AMERICANS WITH DISABILITIES ACT 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. § 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the 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.

CITY OF BRIGANTINE

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES

PREFER SUBMITTED WITH BID RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/500

ADDRESS:
**847 ROEBLING AVE
TRENTON NJ 08611**

EFFECTIVE DATE:
01/01/01

FORM-BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107330

ISSUANCE DATE:
07/14/04

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 **STATE OF NEW JERSEY**
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

CITY OF BRIGANTINE

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder does hereby acknowledge the receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledgement for: _____
(Name of Bidder)

By: _____
(Signature of the Authorized Representative)

Name: _____
(Please Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED



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

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a 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.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

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

Vendor's Email Address

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

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> 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 (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the <name of entity of elected officials> as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

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____.	
My Commission expires:	_____ (Witnessed or attested by) _____ (Seal)

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

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.

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**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 \$300 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)