



Repair and Rehabilitation of the John and Harriet Lucas House Prequalification Regulations

December 2025

Borough of Gibbsboro Email: boroughclerk@gibbsborotownhall.com
Telephone: (856) 783-6655 Extension 105

TABLE OF CONTENTS

QUALIFICATION DOCUMENT CHECKLIST..... 3
PROJECT FACT SHEET..... 5
STATEMENT OF GENERAL NOTICE 7
STATEMENT OF BIDDER’S QUALIFICATIONS/ CRITERIA FOR EVALUATING PROSPECTIVE
BIDDERS 9
BIDDER’S QUESTIONNAIRE 11
CERTIFICATION 17
ADDITIONAL FORMS 18

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

QUALIFICATION DOCUMENT CHECKLIST

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

Document Description	Authority
Statement of Ownership Disclosure	N.J.S.A. 52:25-24.2
Bidder's Questionnaire	N.J.S.A. 40A:11-26
Certification	Internal
Combined Certification: Prohibited Activities in Russia And Belarus & Investment Activities in Iran	N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3)

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

Document Description	Authority
Business Registration Certificate	N.J.S.A. 52:32-44
Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Non-Collusion Affidavit	N.J.S.A. 52:34-15
Public Works Contractor Registration certificate	N.J.S.A. 34 :11-56.48 et seq
Federal/State Non-debarment form	N.J.S.A. 52:32-44.1
C. 271 Political Contribution Disclosure Form	N.J.S.A. 19:44A-20.26

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

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

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

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

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

Name of Respondent (Please Print): _____

Signature of Authorized Representative: _____

Name (Please Print): _____

Title (Please Print): _____ **Date** : _____

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

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

PROJECT FACT SHEET

Complete Name of Project: Repair and Rehabilitation of the John and Harriet Lucas House

Location: 10 Clementon Road E.; Gibbsboro, NJ 08026

Owner: Borough of Gibbsboro

Owner's Project Manager: Shawn Seroka

Phone: (856) 767-6111

Email Address: sseroka@keyengineers.com

Architect: Clarke Caton Hintz, P.C.

Architect Project Manager: James Giresi, AIA

Phone: (609) 883-8383

Email Address: jgiresi@cchnj.com

Project Funding: Borough of Gibbsboro, with additional funding from the NJ Historic Trust, the County of Camden and the Federal government.

Background Information:

The Borough of Gibbsboro is the owner of the historic John and Harriet Lucas House, located at 10 Clementon Road East in the Borough of Gibbsboro, close to the former Lucas Paint Works. The House is a wood-framed residence built in six construction phases: ca. 1852, ca. 1856, 1856-1870, 1870-1875, by 1875 and 1914-1931. John Lucas bought the ca. 1852 3-bay side hall plan house and immediately erected an addition, converting the house to a 5-bay center hall plan. Over the next 20 years, Lucas and his wife Harriet had nine children and added several additions to meet the needs of his growing family. Lucas's son undertook the final phase of construction between 1914-1931. He enclosed the side porches, added the sunroom off the back and made Colonial Revival upgrades.

Gibbsboro completed a Preservation Plan for the home in 2016 and the John and Harriet Lucas House was placed on the State and National Registers of Historic Places in 2018. The Preservation Plan provides guidance for immediate, short-, and long-term needs of the historic structure. Some work has been completed on the House, but additional work is required.

The interior of the first floor of the John Lucas House will be rehabilitated per the construction drawings, funded by the NJ Historic Trust. The house and grounds, next to Silver Lake, will be used by the Borough for ceremonial and celebratory functions. It will also be available for rental by the public for events, parties and weddings. There will be space set aside for local history interpretation including of John Lucas, the Lucas Paint Company and of Gibbsboro history in general. Work on the first floor will also include reframing of the former kitchen area, raising the floor there and the roof over the space so that it will be accessible to the rest of the House and usable as a catering prep area.

The project will include some structural work on the foundation at the front of the House and on the chimney, which has separated from the House. Work will also include architectural repair of wood flooring, wood trim, wood ceilings and plaster walls and ceilings. Many of the rooms were wallpapered originally; period appropriate wallpaper will be hung. A new ADA accessible single user restroom and catering kitchen also will be installed. Pavers have already been removed so the front door is ADA accessible. New mechanical systems have already been upgraded for efficiency, but new lighting will be installed that will be energy efficient but sympathetic to the character of the House. The spaces of the house will remain open for flexible uses for Borough functions, meetings and public gatherings including private events.

Project Objective:

The goals of this project include interior and exterior repairs, repair and rehabilitation of wood, plaster, brick masonry, finishes, etc., to make the John and Harriet Lucas House ready for use as an event space by the Borough of Gibbsboro.

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

Scope of Work:

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

- 1. Project Supervision and Administration of Historic Preservation Projects:**
 - a. Provide supervision, administration, mockups, protection, and treatment procedures in accordance with the construction documents.

- 2. Selective Demolition:**
 - a. Removal of some limited damaged historic finishes, structure and other items identified in the construction documents.

- 3. Masonry Repair for a Historic Site:**
 - a. Repointing, resetting, replacement, and cleaning of some historic masonry and brick; repair of brick chimney that has settled/ moved over time.

- 4. Roof Repair in a Historic Site:**
 - a. Repair built in gutter and slate roof per the contract documents.

- 5. Wood Repair and Replacement in a Historic Building:**
 - a. Restoration, repair and repainting of primarily interior woodwork, including doors, window and door trim, baseboards, molding, flooring, etc.

- 6. Light Fixture Installation in a Historic Building:**
 - a. Installation of new interior and exterior lighting per the contract documents

- 7. Window Rehabilitation in a Historic Building:**
 - a. Repair and restoration of historic wood framed windows and glazing.

- 8. Reframing of Existing Addition, Finish Restoration and Renovation in a Historic Building:**
 - a. Reframe and raise existing kitchen addition, and installation of new interior finishes and Rehabilitation of historic materials.

- 9. Plumbing Fixture Installation in a Historic Building:**
 - a. New accessible restrooms and warming kitchen.

STATEMENT OF GENERAL NOTICE

Repair and Rehabilitation of the John and Harriet Lucas House. The site is located at 10 Clementon Road E.; Gibbsboro, NJ 08026 and is listed on the New Jersey and National Registers of Historic Places. All work done on this project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 1995, current 2017), and is subject to review by the County of Camden, New Jersey Historic Trust and/or the State Historic Preservation Office. The scope of work consists of a single contract for: General conditions; acquisition of all required permits; provision of temporary facilities and controls; selective demolition, and all rehabilitation and renovation activities according to the Project Manual, plans and specifications.

The goals of this project include interior and exterior repairs, restoration and rehabilitation of wood, plaster, brick masonry, finishes, etc., to make the John and Harriet Lucas House ready for use as an event space by the Borough of Gibbsboro.

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

Scope of Work:

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

- 1. Project Supervision and Administration of Historic Preservation Projects:**
 - a. Provide supervision, administration, mockups, protection, and treatment procedures in accordance with the construction documents.
- 2. Selective Demolition:**
 - a. Removal of some limited damaged historic finishes, structure and other items identified in the construction documents.
- 3. Masonry Repair for a Historic Site:**
 - a. Repointing, resetting, replacement, and cleaning of some historic masonry and brick; repair of brick chimney that has settled/ moved over time.
- 4. Roof Repair in a Historic Site:**
 - a. Repair built in gutter and slate roof per the contract documents.
- 5. Wood Repair and Replacement in a Historic Building:**
 - a. Restoration, repair and repainting of primarily interior woodwork, including doors, window and door trim, baseboards, molding, flooring, etc.
- 6. Light Fixture Installation in a Historic Building:**
 - a. Installation of new interior and exterior lighting per the contract documents
- 7. Window Restoration in a Historic Building:**
 - a. Restoration of historic wood framed windows and glazing.
- 8. Reframing of Existing Addition, Finish Restoration and Renovation in a Historic Building:**
 - a. Reframe and raise existing kitchen addition, and installation of new interior finishes and restoration of historic materials.

9. **Plumbing Fixture Installation in a Historic Building:**
 - a. New accessible restrooms and warming kitchen.

The architect is Clarke Caton Hintz, P.C; 100 Barrack Street, Trenton, NJ 08608; (609) 883-8383;

Project manager James Giresi, AIA; jgiresi@cchnj.com. (609) 883-8383;

The owner's project contact is Shawn Seroka of KEY Engineers, 80 South White Horse Pike, Berlin, NJ 08009; (856) 767-6111;

Prospective Bidder forms and a Project Fact Sheet describing the project and scope of work are included. A preliminary set of architectural plans and specifications are available for inspection at the Borough Hall. Additional project information is available from office of the Project Manager, James Giresi, AIA; jgiresi@cchnj.com or (609) 883-8383, the Project Engineer; contact Shawn Seroka, PE; sseroka@keyengineers.com or (856) 767-6111. All prospective bidders are encouraged but not required to visit the project site. A draft set is available now for inspection at the Gibbsboro Borough Hall.

The funding stipulations from the New Jersey Historic Trust require that prospective bidders must submit a completed Qualifications Statement as set forth herein. A complete Qualifications Statement must be submitted to the **Borough of Gibbsboro, Gibbsboro Borough Hall, 49 Kirkwood Road, Gibbsboro, NJ 08026** before **3 p.m.** prevailing time on **February 19, 2026**. Failure to complete the bidder's Qualifications Statement could result in disqualification of the prospective bidder.

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

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

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

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

(1) The prospective bidder, acting as general contractor, will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites of similar activities, scale and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of this Qualifications Statement. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or municipal authority. Each project must be at least \$750,000.00

(2) The prospective bidder's proposed project superintendent/manager will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites of similar activities, scale and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of this Qualifications Statement. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or municipal authority. Each project must be at least \$750,000.00

(3) The prospective bidder must not have wrongfully defaulted on a contract or had work terminated for non-performance within the past (5) years.

(4) The prospective bidder must not have been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months, based on the bidder's inability to meet a surety's reasonable underwriting standards.

(5) The prospective bidder must provide the name and title of all principal members of prospective bidder's staff, and indicate the availability of each of those principal members for this particular project.

(6) On all projects currently underway, the prospective bidder must demonstrate the following:

a. Adherence to the project completion schedule mutually agreed upon between the contractor and the client. Deviation from the schedule must be due to factors outside of the contractor's control.

- b. Lack of workmanship defects resulting from a failure to build a structure or component part of a structure pursuant to architectural and engineering plans and specifications.
- c. Timely submittal of shop drawings, product literature, samples, mock-ups, requests for information and applications for payment.

BIDDER'S QUESTIONNAIRE

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

1. Name and Address of Firm: _____

2. Under what other name(s) has your business operated? _____

3. Business form (corporation, partnership, LLC, etc.) _____
o Date of formation: _____
o Principal location: _____
o Names and Titles of corporate officers, LLC members, or partners and their number of years with the business: _____

4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date, and circumstances/reasons.

No: _____ Yes: (Use separate sheet): _____

5. Has your firm or any predecessor firm been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.

No: _____ Yes: (Use separate sheet): _____

6. **General Contractor:**

Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites of similar activities and scope of work as the subject project. Each project must demonstrate similar work to the description identified in the general notice. Projects must have been completed in compliance with the Secretary of the Interior's Standard for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of the Bidder's Questionnaire. At least one of these projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of the municipal authority. Each project must be at least \$750,000.00

Project #1

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Project Superintendent/Manager: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Historical Review Agency: _____

Project #2

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Project Superintendent/Manager: _____

Scope of Work and Nature of Project: _____

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

7. Proposed Project Superintendent/Manager:

Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites of similar activities and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995/2017) within the past five (5) years preceding the date of the execution of the Bidder's Questionnaire. At least one of these projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of the municipal authority. Each project must be at least \$750,000.00

Name and Address of Project Superintendent/Manager: _____

Project #1

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

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

Project #2

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

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

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

9. **General Contractor:**

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

Project Name: _____
Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____
Scheduled Completion Date: _____

Architect's Contact Person: _____
Phone/Email: _____

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

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

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

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

Project Name: _____

Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____
Scheduled Completion Date: _____
Architect's Contact Person: _____
Phone/Email: _____

CERTIFICATION

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

DATE: _____

NAME OF POTENTIAL BIDDER: _____

ADDRESS OF BIDDER: _____

TELEPHONE AND FAX: _____

EMAIL ADDRESS: _____

BY (sign name and title): _____

(Print/type name and title): _____

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

BY (sign name, no stamps): _____

(Print/type name and title): _____

Subscribed and sworn to before me

this _____ day of _____, 2025

Notary Public of the State
of _____

My commission expires

(Seal)

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

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

**Borough Clerk
Gibbsboro Borough Hall
49 Kirkwood Road
Gibbsboro, NJ 08026**

**ATTN:
"RFQ - Prequalification for the Repair and Rehabilitation of the John and Harriet Lucas House"**

(Faxes will NOT be accepted)

ADDITIONAL FORMS

Statement of Ownership Disclosure

Combined Certification: Prohibited Activities in Russia And
Belarus & Investment Activities in Iran

Non-Collusion Affidavit

Public Works Contractor Registration certificate

Federal/State Non-debarment form

C. 271 Political Contribution Disclosure Form

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *Borough of Gibbsboro* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *Borough of Gibbsboro* to notify the *Borough of Gibbsboro* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *Borough of Gibbsboro* to declare any contract(s) resulting from this certification void and unenforceable.

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

STANDARD BID DOCUMENT REFERENCE

Name of Form	COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran. Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 (" Russia-Belarus list ") or in Iran pursuant to P.L. 2012, c. 25 (" Chapter 25 list ").					

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

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>
www.state.nj.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 certification.

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 or 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.

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 lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 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 is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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 investment 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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

BOROUGH OF GIBBSBORO

NON-COLLUSION AFFIDAVIT

State of New Jersey
Borough of Gibbsboro

ss:

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

I am _____ of the firm of _____, the Respondent making this proposal for the request for qualifications of professional services entitled **Request for Proposals - Prequalification of General Contractors for the Repair and Rehabilitation of the John and Harriet Lucas House**, and that I executed the said proposal with full authority to do so, that said Respondent has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named qualification, and that all statements contained in the Respondent's proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Gibbsboro relied upon the truth of the statements contained in said request for qualifications and in this affidavit in qualifying the Respondent to provide services to the Owner.

Name of Respondent *(Please Print)*: _____

Signature of Authorized Representative: _____

Name *(Please Print)*: _____

Title *(Please Print)*: _____ **Date**: _____

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

Signature of Notary Public

BOROUGH OF GIBBSBORO

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

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

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

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

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

UEI Code: _____

CAGE Code: _____

Name of Contractor (Type or Print Legibly) _____

Signature/Title _____

Type or Print Legibly Name of Affiant

Subscribed and sworn to before me this _____ day of _____, 20____

Signature of Notary

Notary Public of _____

My Commission expires: _____

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 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 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 \$200 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 Ownership 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.**

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

State: New Jersey

Governor Mikie Sherrill

Legislative District #s: Sixth District

State Senator James Beach

General Assembly Louis Greenwald
Melinda Kane

County: Camden County

County Commissioners Director Louis Cappelli, Jr.
Deputy Director Edward T. McDonnell
Virginia Betteridge
Colleen Bianco Bezich
Al Dyer
Jennifer Fleisher
Jeffrey L. Nash
Jonathan L. Young, Sr.

County Clerk Pamela Lampitt

Sheriff Charles Billingham

Surrogate Michelle Gentek-Mayer

Municipality (Mayor and members of governing body, regardless of title): Gibbsboro Borough

Edward G. Campbell, III
Brandon Boots
Marianne Colavita
Fred Deterding
Andrew Parsinitz
John Ritz
Glenn Werner

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM
https://www.nj.gov/dca/divisions/dlgs/programs/pay_2_play.html
A COUNTY-BASED, CUSTOMIZABLE FORM.