BOROUGH OF ISLAND HEIGHTS

REQUEST FOR SEALED PROPOSALS
FOR
PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

CONTRACT TERM:

JANUARY 1, 2027 – DECEMBER 31, 2027

SUBMISSION DEADLINE:

THURSDAY, DECEMBER 3, 2026 at 2:00 PM EST

ADDRESS ALL PROPOSALS TO:

BOROUGH CLERK
BOROUGH OF ISLAND HEIGHTS
1 EAST END AVENUE
PO BOX 797
ISLAND HEIGHTS, NJ 08732

IN KEEPING WITH THE NEW JERSEY PUBLIC CONTRACTS LAW, CONTRACTS FOR PROFESSIONAL SERVICES MAY BE AWARDED FOR A PERIOD NOT EXCEEDING TWELVE (12) CONSECUTIVE MONTHS. THE TERM OF APPOINTMENT FOR MUNICIPAL COURT JUDGE IS THREE (3) YEARS.

THE AWARD OF ANY CONTRACT PURSUANT TO THIS SOLICITATION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS IN THE MUNICIPAL BUDGET.

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE SIGN BELOW TO INDICATE THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE LISTED DOCUMENTS MAY BE REJECTED:

1. **Disclosure Statement (form provided)**
2. **Non-Collusion Affidavit (form provided)**
3. **Affirmative Action Compliance Notice (form provided)**
4. **EEO Language Agreement (form provided)**
5. **Americans with Disabilities Act of 1990 Language (form provided)**
6. **Stockholder Disclosure Certification (form provided)**
7. **Vendor Information Form (form provided)**
8. **Disclosure of Investment Activities in Iran (form provided)**
9. **Combined Certification: Prohibited Activities in Russia and Belarus & Investment Activities in Iran (form provided)**
10. **Certification of No Criminal Convictions or Investigations (form provided)**
11. **New Jersey Business Registration Certificate**
12. **IRS Form W-9**

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Signature of Person Submitting Proposal: _____

Authorized Agent Printed Name and Title: _____

Date: _____

PUBLIC NOTICE

BOROUGH OF ISLAND HEIGHTS

SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS

The Borough of Island Heights is soliciting proposals from individuals and firms wishing to provide professional services to the Borough in calendar year 2026. Solicitation packages may be obtained from the Office of the Borough Clerk via email at; boroughclerk@islandheightsborough.gov or in person at the Administrative Office of the Borough located at; 1 East End Avenue, Island Heights, NJ

Proposals are being sought by the Borough for the following positions:

1. Borough Attorney
2. Borough Attorney - Conflict
3. Borough Prosecutor
4. Borough Prosecutor - Conflict
5. Borough Public Defender
6. Borough Bond Counsel
7. Borough Engineer
8. Borough Auditor
9. Land Use Board Attorney
10. Land Use Board Engineer
11. IT Consultant/DBA – Administration
12. IT Consultant/DBA – Police
13. IT Consultant/DBA – Public Works
14. IT Consultant/DBA – Water – Sewer Utility

Sealed submissions must be received in the Office of the Borough Clerk (1 East End Avenue, PO Box 797, Island Heights, NJ 08732) no later than Thursday, December 3, 2026 at 2:00 PM EST. All sealed proposals must have the position sought written on the outside of the envelope or package.

These proposals are being solicited through a "fair and open process" in accordance with N.J.S.A 19:44A-20 and Borough Code Chapter 2 – Section 42.2.

Sean Asay
Borough Clerk

1. BOROUGH ATTORNEY

The Borough Attorney shall provide legal services to the Borough to include:

1. Preparation of Borough Resolutions as requested
2. Preparation of Borough Ordinances as requested
3. Attendance and participation at meetings of the governing body, as requested
4. Participation in telephone conferences, preparation of correspondence, legal research, preparation of opinion letters, as requested
5. Preparation of specifications and contracts and review of same as requested
6. Representation of the Borough and/or Borough Officials in proceedings such as negotiations, mediations, arbitrations and/or proceedings before any Court of competent jurisdiction
7. Representation of the Borough before all Boards and Courts of Competent Jurisdiction in all matters related to the assessment and collection of property taxes
8. Preparation and submission of briefs and orders related to the assessment and collection of property taxes in the Borough
9. Preparation and submission of all documents required to foreclose on delinquent properties in the Borough as requested by the Governing Body
10. Performance of other appropriate duties and functions as requested

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least ten years of experience as an attorney practicing in the State of New Jersey
2. Be members in good standing of the New Jersey Bar Association
3. Have experience in labor and contract negotiations
4. Have litigation and appeal experience
5. Have contract law experience
6. Have an office in Ocean County to serve the Borough

7. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all attorneys who would be providing legal services to the Borough
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A compensation request in keeping with the model specified below.

COMPENSATION

Persons/Firms submitting a proposal to perform Borough Attorney services shall provide a flat fee for attendance at all governing body meetings, an hourly rate for all legal services and an itemized list of all other fees and charges.

Clearly label your package as to the position for which you are submitting

One submission package is sufficient, no copies are needed.

2. BOROUGH ATTORNEY - CONFLICT

The Borough Attorney (Conflict) shall provide legal services to the Borough when the Borough Attorney has a conflict on an as-needed basis to include:

1. Participation in telephone conferences, legal research, preparation of opinion letters, preparation of correspondence as requested

2. Preparation of specifications and contracts and review of same as requested

3. Representation of the Borough and/or Borough Officials in proceedings such as negotiations, mediations, arbitrations and/or proceedings before any Court of competent jurisdiction

4. Performance of other appropriate duties and functions as requested

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least ten years of experience as an attorney in the State of New Jersey

2. Be members in good standing of the New Jersey Bar Association

3. Have litigation and appeal experience

4. Have contract law experience

5. Have an office in Ocean County to serve the Borough

6. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all attorneys who would be providing legal services to the Borough
2. The address of the office located in Ocean County to serve the Borough
3. A certification as to the truth of all statements
4. A compensation request in keeping with the model specified below.

COMPENSATION

Persons/Firms submitting a proposal to perform Borough Attorney (Conflict) services shall provide an hourly rate for all legal services and an itemized list of all other fees and charges.

Clearly label the package as to position for which you are submitting

One submission package is sufficient, no copies are needed.

3. BOROUGH PROSECUTOR

The Borough Municipal Prosecutor shall provide legal services to the Borough to include:

1. All necessary legal services for the prosecution of cases before the Municipal Court of the Borough

2. Conduct legal research and prepare all necessary appeals, complaints and motions

3. Work with Municipal Court Staff and Borough Personnel (Code Enforcement and Police Officers/Supervisors) and attend a Conference Session with Borough Personnel prior to scheduled Court Sessions to Fully Prepare Cases for Court

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have at least five years of experience as an attorney in the State of New Jersey

2. Have at least five years of experience as prosecutor in the State of New Jersey

3. Have an office in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all attorneys that would be providing legal services to the Borough
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A compensation request in keeping with the model specified below

COMPENSATION

Persons/firms shall provide a flat fee amount to be charged per Municipal Court session attended by the proposing attorney or firm to provide all preparation and prosecution services.

Clearly label the package as to position for which you are submitting

One submission package is sufficient, no copies are needed.

4. BOROUGH PROSECUTOR - CONFLICT

The Borough Municipal Prosecutor (Conflict) shall provide legal services to the Borough when the Borough Prosecutor has a Conflict to include:

1. Act as the Borough's representative before the Municipal Court as the Borough Prosecutor

2. Conduct legal research and prepare all necessary appeals, complaints and motions

3. Work with Municipal Court Staff and Borough Personnel (Code Enforcement and Police Officers/Supervisors) and attend a Conference Session with Borough Personnel prior to scheduled Court Sessions to Fully Prepare Cases for Court.

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least five years of experience as an attorney in the State of New Jersey

2. Have at least five years of experience as a prosecutor in the State of New Jersey

3. Have an office in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all attorneys who would be providing legal services to the Borough
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A compensation request in keeping with the model specified below

COMPENSATION

Persons/Firms submitting a proposal to perform Borough Prosecutor (Conflict) services shall provide an hourly rate for all legal services and an itemized list of all other fees and charges.

Clearly label the package as to position for which you are submitting

One submission package is sufficient, no copies are needed

5. BOROUGH PUBLIC DEFENDER

The Borough (Municipal) Public Defender shall provide legal services for the Borough to include:

1. Provision of such legal advice and counsel to qualified individuals as may be required in any proceedings before the Municipal Court of the Borough

2. Interviewing all indigent defendants qualifying for assistance as provided under the standards established by the Office of the Public Advocate of the State of New Jersey

3. Appearing before the Municipal Court of the Borough as the Borough (Municipal) Public Defender as necessary

4. Conducting legal research and preparing all necessary related defense services

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least five years of experience as an attorney in the State of New Jersey

2. Have at least five years of experience as a public defender

3. Have an office in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all attorneys who would be providing legal services to the Borough

2. Three references with contact information

3. The location of the office in Ocean County to serve the Borough

4. A certification as to the truth of all statements

5. A compensation request in keeping with the model specified below

COMPENSATION

Persons/Firms shall provide a flat fee amount to be charged per Municipal Court session attended by the proposing attorney or firm to provide all preparation and Public Defender services.

Clearly label the package as to position for which you are submitting

One submission package is sufficient, no copies are needed

6. BOROUGH BOND COUNSEL

The Borough Bond Counsel shall provide legal services to the Borough to include:

1. Preparation of Bond Ordinances

2. Review of adoption proceedings

3. Preparation and review of public finance resolutions

4. Preparation and issuance of Bond Anticipation, Special Emergency and Tax Anticipation Notes

5. Preparation and issuance of General Obligation Bonds

6. Preparation and/or review of any Preliminary Official Statement and Official Statement of the Borough

7. Preparation and/or review of any application to the Local Finance Board and attendance at any related meetings of the Board

8. Other appropriate duties as requested by the Mayor, the Chief Financial Officer and the Borough Clerk

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least ten years of experience as an attorney

2. Have at least five years of experience as bond counsel

3. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resume of all attorneys who would be providing legal services to the Borough
2. Three references with contact information
3. A certification as to the truth of all statements
4. A compensation request in keeping with the model specified below

COMPENSATION

Persons/Firms submitting a proposal shall provide an hourly rate for all legal services and an itemized list of all other fees and charges.

Clearly label package as to the position for which you are submitting

One submission package is sufficient, no copies are needed.

7. **BOROUGH ENGINEER**

The Borough Engineer shall provide engineering services to the Borough to include:

1. Providing general engineering advice and services as requested
2. Providing proposals for engineering services as requested
3. Providing Flood Plain Management Evaluation and Review Services
4. Preparing bid packages and overseeing bidding for capital projects as requested
5. Preparing grant applications as needed
6. Preparing and issuing correspondence and reports as requested
7. Providing oversight of capital projects as requested
8. Perform other appropriate duties as requested by the Borough

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least ten years of experience in civil engineering in the State of New Jersey
2. Be licensed as a Professional Engineer and Professional Planner
3. Be a Certified Municipal Engineer
4. Be Certified as a Flood Plain Manager
5. Have an office in Ocean County to serve the Borough
6. Have experience in public bidding and contract administration
7. Have knowledge of Federal and State Municipal Grant Programs
8. Have thorough knowledge of local, county, state and federal regulations related to all civil projects
9. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all Engineers who would be providing services to the Borough
2. Three references with contact information
3. The address of the office in Ocean County proposed to serve the Borough
4. A certification as to the truth of all statements
5. A compensation request in keeping with the model specified below

COMPENSATION

Firms submitting proposals shall provide the cost per hour for all engineering services and an itemized list of all other fees and charges.

Clearly label your package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

8. **BOROUGH AUDITOR**

The Borough Auditor shall provide Financial Audit and other Accounting Services upon request to include:

1. Conduct the Annual Audit of Borough financial procedures, records and transactions

2. Serve as Borough Auditor for the calendar year under submission

3. Perform all duties prescribed by law in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey

4. Perform such duties and render such services as may be requested by the Mayor, the Chief Financial Officer and the Borough Clerk

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have at least five years of experience in public sector accounting in the State of New Jersey

2. Have at least five years of experience as a public sector auditor in the State of New Jersey

3. Have a working knowledge of utility budgets and bond financing

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all professional staff who would be providing services to the Borough
2. Three references with contact information
3. A certification as to the truth of all statements
4. A compensation request in keeping with the model specified below

COMPENSATION

Persons/Firms submitting a proposal shall provide a flat fee covering the total cost for the Annual Municipal Audit as well as an hourly rate for all other services provided to the Borough.

Clearly label your package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

9. **LAND USE BOARD ATTORNEY**

The Borough Land Use Board Attorney shall provide legal services to the Borough consistent with the provisions of the Municipal Land Use Law, N.J.S.A 40:55D-1 to include:

1. Representation of the Land Use Board in all matters requiring legal counsel or services

2. Attendance at all regular and special meetings of the Land Use Board

3. Provision of legal research and legal opinions as requested by the Land Use Board

4. Preparation of Documents including but not limited to briefs, proposed orders and resolutions

5. Representation of the Land Use Board in any litigation arising from Land Use Board Actions or Decisions

6. Other appropriate duties as requested by the Land Use Board, the Board Secretary and the Borough Clerk

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have at least ten years of experience as an attorney in the State of New Jersey

2. Have a minimum of five years of experience representing municipal entities in connection with planning and zoning applications and ordinances in the State of New Jersey

3. Have land use litigation and appeal experience

4. Have thorough knowledge of the New Jersey Land Use Law

5. Have an office located in Ocean County to serve the Borough

6. Satisfy all other requirements as set forth by New Jersey state law, Municipal Land Use Law and Borough of Island Heights Municipal Ordinance

Submission Packages must include:

1. Resumes of all attorneys who would be providing services to the Borough
2. Three references with contact information
3. A certification as to the truth of all statements
4. The address of the office located in Ocean County to serve the Borough
5. A compensation request in keeping with the model specified below

COMPENSATION

Persons/Firms submitting a proposal shall provide an hourly rate for all legal services performed for the Borough and an itemized list of all other charges and fees.

Clearly label your package as to position for which you are submitting

One submission package is sufficient, no copies are needed.

10. **LAND USE BOARD ENGINEER**

The Borough Land Use Board Engineer shall provide engineering services to the Borough Land Use Board to include:

1. Attendance at regular and special Land Use Board meetings

2. Review of various land use applications made to the Borough

3. Preparation of reports on applications to the Land Use Board as requested

4. Preparation of correspondence and reports as requested by the Land Use Board

5. Performance of other appropriate duties as requested by the Land Use Board, the Board Secretary, the Land Use Board Attorney and the Borough Clerk

Persons/Firms submitting a package requesting appointment must be compliant with the following:

1. Have ten years of experience in civil engineering in the State of New Jersey

2. Have an office in Ocean County to serve the Borough

3. Be licensed as a Professional Engineer and Professional Planner in the State of New Jersey

4. Be a Certified Municipal Engineer in the State of New Jersey

5. Have experience in Land Use and Planning under the New Jersey Land Use Law

6. Have knowledge of local, county, state and federal regulations as they relate to planning and development

7. Have experience in Planning and Master Plan Preparation in the State of New Jersey

8. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Resumes of all professionals proposed to provide services to the Borough
2. Three references with contact information
3. The address of the office located in Ocean County proposed to serve the Borough
4. A certification as to the truth of all statements
5. A compensation request in keeping with the model specified below

COMPENSATION

Firms submitting a proposal shall provide the cost per hour for all engineering services and an itemized list of all other fees and charges.

Clearly label your package as to the position for which you are submitting

One submission package is sufficient, no copies are needed.

11. INFORMATION TECHNOLOGY (IT) CONSULTANT/DATABASE ADMINISTRATOR (DBA) -ADMINISTRATION

The appointee to the position of Information Technology (IT) Consultant/Database Administrator (DBA) (Administration) shall:

1. Serve as the DBA for the unit by assuring the secure and redundant storage of all data accumulated by and necessary for the operation of the unit.

2. Provide IT consulting and operations services to the unit to include but not be limited to:

    a. Assure the proper and smooth operation all IT hardware including but not limited to desktop computers, laptop computers, tablets, routers and servers used by the unit

    b. provide and implement all necessary software updates to assure proper and secure operations of all IT equipment

    c. assure the proper and smooth operation of the unit IT data transmission system (both wired and wireless)

3. Respond to all requests for on site IT services within two (2) business days.

4. Provide recommendations with specifications for necessary IT equipment and software/data security updates.

5. Perform other duties as requested and as are necessary to assure the proper and smooth operation of all IT equipment and data transmissions systems used by the unit.

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have a minimum of five (5) years of experience as a DBA

2. Have a thorough knowledge of all windows desktop, laptop and server operating systems

3. Have an office located in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Your resume including a brief narrative of your related experience
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A statement as to the compensation requested for the position:
    a. Applicant shall provide an annual retainer amount for the position of IT Consultant/DBA and all related services
    b. Applicant shall provide an hourly rate for other all services to be performed under the retainer agreement which shall not include any hardware or software costs

COMPENSATION:

Persons submitting a proposal shall provide an annual compensation request in keeping with the foregoing.

Clearly label the outside of your submission package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

12. INFORMATION TECHNOLOGY (IT) CONSULTANT/DATABASE ADMINISTRATOR (DBA) - POLICE

The appointee to the position of Information Technology (IT) Consultant/Database Administrator (DBA) (Police) shall:

1. Serve as the DBA for the unit by assuring the secure and redundant storage of all data accumulated by and necessary for the operation of the unit.

2. Provide IT consulting and operations services to the unit to include but not be limited to:

    a. Assure the proper and smooth operation all IT hardware including but not limited to desktop computers, laptop computers, tablets, routers and servers used by the unit

    b. provide and implement all necessary software updates to assure proper and secure operations of all IT equipment

    c. assure the proper and smooth operation of the unit IT data transmission system (both wired and wireless)

3. Respond to all requests for on-site IT services within two (2) business days.

4. Provide recommendations with specifications for necessary IT equipment and software/data security updates.

5. Perform other duties as requested and as are necessary to assure the proper and smooth operation of all IT equipment and data transmissions systems used by the unit.

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have a minimum of five (5) years of experience as a DBA

2. Have a thorough knowledge of all windows desktop, laptop and server operating systems

3. Have an office located in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Your resume including a brief narrative of your related experience
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A statement as to the compensation requested for the position:
    a. Applicant shall provide an annual retainer amount for the position of IT Consultant/DBA and all related services
    b. Applicant shall provide an hourly rate for other all services to be performed under the retainer agreement which shall not include any hardware or software costs

COMPENSATION:

Persons submitting a proposal shall provide an annual compensation request in keeping with the foregoing.

Clearly label the outside of your submission package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

13. INFORMATION TECHNOLOGY (IT) CONSULTANT/DATABASE ADMINISTRATOR (DBA) – PUBLIC WORKS

The appointee to the position of Information Technology (IT) Consultant/Database Administrator (DBA) (Public Works) shall:

1. Serve as the DBA for the unit by assuring the secure and redundant storage of all data accumulated by and necessary for the operation of the unit.

2. Provide IT consulting and operations services to the unit to include but not be limited to:

    a. Assure the proper and smooth operation all IT hardware including but not limited to desktop computers, laptop computers, tablets, routers and servers used by the unit

    b. provide and implement all necessary software updates to assure proper and secure operations of all IT equipment

    c. assure the proper and smooth operation of the unit IT data transmission system (both wired and wireless)

3. Respond to all requests for on-site IT services within two (2) business days.

4. Provide recommendations with specifications for necessary IT equipment and software/data security updates.

5. Perform other duties as requested and as are necessary to assure the proper and smooth operation of all IT equipment and data transmissions systems used by the unit.

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have a minimum of five (5) years of experience as a DBA

2. Have a thorough knowledge of all windows desktop, laptop and server operating systems

3. Have an office located in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Your resume including a brief narrative of your related experience
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A statement as to the compensation requested for the position:
    a. Applicant shall provide an annual retainer amount for the position of IT Consultant/DBA and all related services
    b. Applicant shall provide an hourly rate for other all services to be performed under the retainer agreement which shall not include any hardware or software costs

COMPENSATION:

Persons submitting a proposal shall provide an annual compensation request in keeping with the foregoing.

Clearly label the outside of your submission package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

14. INFORMATION TECHNOLOGY (IT) CONSULTANT/DATABASE ADMINISTRATOR (DBA) – WATER-SEWER UTILITY

The appointee to the position of Information Technology (IT) Consultant/Database Administrator (DBA) (Police) shall:

1. Serve as the DBA for the unit by assuring the secure and redundant storage of all data accumulated by and necessary for the operation of the unit.

2. Provide IT consulting and operations services to the unit to include but not be limited to:

    a. Assure the proper and smooth operation all IT hardware including but not limited to desktop computers, laptop computers, tablets, routers and servers used by the unit

    b. provide and implement all necessary software updates to assure proper and secure operations of all IT equipment

    c. assure the proper and smooth operation of the unit IT data transmission system (both wired and wireless)

3. Respond to all requests for on-site IT services within two (2) business days.

4. Provide recommendations with specifications for necessary IT equipment and software/data security updates.

5. Perform other duties as requested and as are necessary to assure the proper and smooth operation of all IT equipment and data transmissions systems used by the unit.

Persons/firms submitting a package requesting appointment must be compliant with the following:

1. Have a minimum of five (5) years of experience as a DBA

2. Have a thorough knowledge of all windows desktop, laptop and server operating systems

3. Have an office located in Ocean County to serve the Borough

4. Satisfy all other requirements as set forth by New Jersey Law and Borough of Island Heights Municipal Ordinances

Submission Packages must include:

1. Your resume including a brief narrative of your related experience
2. Three references with contact information
3. The address of the office located in Ocean County to serve the Borough
4. A certification as to the truth of all statements
5. A statement as to the compensation requested for the position:
    a. Applicant shall provide an annual retainer amount for the position of IT Consultant/DBA and all related services
    b. Applicant shall provide an hourly rate for other all services to be performed under the retainer agreement which shall not include any hardware or software costs

COMPENSATION:

Persons submitting a proposal shall provide an annual compensation request in keeping with the foregoing.

Clearly label the outside of your submission package as to the position for which you are submitting

One submission package is sufficient, no copies are needed

DISCLOSURE STATEMENT

The attention of prospective proposers is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1) which prohibits a Borough of Island Heights employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every proposer must disclose below, being a Borough of Island Heights Officer or employee or whether an immediate family member is a Borough of Island Heights Officer or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer's immediate family, or anyone having an interest in the proposer's business organization including their immediate family members, an officer or employee of the Borough of Island Heights?

NO _____ YES _____

_____
Signature of Authorized Representative

_____
Print Name

_____
Title

If yes, provide the name of the individual and identify the position held with the Borough:

_____

_____

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

NON-COLLUSION AFFIDAVIT

State of New Jersey

COUNTY OF _____

I, _____, of _____

Being of full age and being duly sworn according to law on
My oath, depose and say that:

I, am the bidder making this proposal for the provision of professional services and that I executed the said Proposal with full authority so to do and that I have 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 project, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

_____
Signature of Representative

_____
Print Name

Subscribed and sworn to before me this _____

Day of _____ 20_____

Notary Public of New Jersey

My Commission Expires _____ 20_____

AFFIRMATIVE ACTION REQUIREMENTS

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

REQUIRED AFFIRMATIVE ACTION EVIDENCE

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten calendar (10) days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.

OR

2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

OR

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). FORM IS INCLUDED IN THIS PACKAGE, NEXT PAGE.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

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. 17:27-1 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as nonresponsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1.

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 (P.L. 1975, C. 127) N.J.A.C. 17:27
PROFESSIONAL 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, 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 county employment goals established in accordance with N.J.A.C. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval Certificate of Employee Information Report Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

Person, Firm or Corporation submitting Proposal: _____

Authorized Agent Name and Title: _____

Authorized Signature and Date: _____

AMERICANS WITH DISABILITIES ACT
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the Borough of Island Heights (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101), 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 thereunto, 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 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 this Agreement or otherwise at law.

_____

Signature of Authorized Representative

_____ _____ _____

Print Name Title Date

STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted to the Borough, a statement setting forth the names and addresses of all stockholders who own ten percent (10%) or more of the stock, of any class or all individual partners who own a ten percent (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

_____ _____
Legal Name of Bidder Date

_____ / _____ / _____ / _____
Street Address CITY State Zip Code

_____ / _____ /_____
Telephone # Fax # e-mail address

CHECK TYPE OF BUSINESS ENTITY:

Date: Where Incorporated:

Corporation: _____

Limited Partnership: _____

Limited Liability Corporation: _____

Limited Liability Partnership:_____

Subchapter S Corporation: _____

Sole Proprietorship: _____

Partnership: _____

Listed below are the names and address of all stockholders or individuals who own ten (10) percent or more of its stock of any class(es), or who own ten (10) percent or greater interest therein.

Name	Address
Name	Address
Name	Address

If more space is required, continue listing on a separate page and include with bid submittal. If no stockholder or partner owns ten percent (10%) or more of the business submitting the bid, please sign and date this form.

I certify that no stockholder or partner owns ten percent (10%) or more of the business submitting this bid:

_____

Signature of Authorized Representative

Date:

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: _____
(Print)

Name of Contact Person: _____
(Print)

Correspondence Address (including zip code):

_____

_____

Purchase Order Address (including zip code):

_____

_____ _____

Payment Address (including zip code):

_____

_____

_____

Telephone Number (including area code):

Fax Number (including area code):

E-Mail Address:

Employer I.D. # or S.S. #:

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed below nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

Name _____ Relationship to Bidder _____

Description of Activities: _____

_____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder Contact Name _____Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County 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, and 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 County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder: _____

Full Name (Print): _____

Signature:_____

Title: _____

Date: _____

<table>
<tr><th colspan="7">STANDARD BID DOCUMENT REFERENCE</th></tr>
<tr><td>Name of Form</td><td colspan="6">COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN</td></tr>
<tr><td>Statutory Reference</td><td colspan="6">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</td></tr>
<tr><td rowspan="3">Applicability</td><td></td><td>Y/N</td><td></td><td>Mandatory</td><td>Optional</td><td>N/A</td></tr>
<tr><td>LPCL</td><td>Y</td><td>Goods and Services</td><td>X</td><td></td><td></td></tr>
<tr><td>PSCL</td><td>Y</td><td>Construction</td><td></td><td></td><td>X</td></tr>
<tr><td>Instructions Reference</td><td colspan="6"></td></tr>
<tr><td>Description</td><td colspan="6">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").</td></tr>
</table>

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**	

CERTIFICATION OF NO CRIMINAL CONVICTIONS OR INVESTIGATIONS

I, the undersigned as an individual respondent or a bona fide representative of a firm responding to the Borough of Island Heights request for sealed proposals for professional services under a fair and open process do hereby certify that:

1. Neither myself nor any of the principals of the firm that I represent or the firm itself have been convicted of a crime within the last five years.

2. Neither myself nor any of the principals of the firm that I represent or the firm itself have received a target letter from a grand jury during the past five years.

I hereby certify that the foregoing are true and correct statements under penalty of perjury.

_____ _____

SIGNATURE OF APPLICANT **FIRM NAME (IF APPLICABLE)**

_____ _____

PRINTED NAME OF SIGNATORY **DATE**

_____

NOTARY SIGNATURE

NOTARY STAMP OR SEAL _____

DATE