

**CITY OF LONG BRANCH**  
**REQUEST FOR PROPOSAL**  
**GENERAL CONDITIONS AND DETAILED SPECIFICATIONS**  
**TO**  
**FURNISH AND DELIVER MULTILINGUAL OUTREACH SERVICES FOR VARIOUS**  
**CITY OF LONG BRANCH INITIATIVES**  
**RFP NO. 09052025**

**Release Date: Friday, September 5, 2025**

**Proposal Due Date: Thursday, September 25, 2025**

**David Spauling, Qualified Purchasing Agent**  
**Long Branch Municipal Building**  
**344 Broadway, Second Floor, Council Chambers**  
**Long Branch, New Jersey 07740**

**CITY OF LONG BRANCH**

**FURNISH AND DELIVER MULTILINGUAL OUTREACH SERVICES FOR VARIOUS  
CITY OF LONG BRANCH INITIATIVES**

**RFP NO. 09052025**

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**DETAILED SPECIFICATIONS**

00600 Multilingual Outreach Services for Various City of Long Branch Initiatives

**CITY OF LONG BRANCH**  
**MULTILINGUAL OUTREACH SERVICES FOR**  
**VARIOUS CITY OF LONG BRANCH INITIATIVES**  
**PUBLIC NOTICE**

**NOTICE IS HEREBY GIVEN** that the City of Long Branch (the “City”) will be requesting proposals for the provision of multilingual outreach services for various City of Long Branch initiatives (the “Services”). The proposals are being sought as part of a fair and open process being undertaken by the City pursuant to N.J.S.A. 19:44-20.4 et seq.

Specifications for the Services will be available at the City of Long Branch, Division of Purchasing 344 Broadway, Second Floor, Long Branch, New Jersey 07740, on **Friday, September 5, 2025 between the hours of 8:30 AM and 4:30 PM** Monday through Friday. The City is not responsible for full or partial sets of proposal documents, including any addenda, obtained from any other source. Copies of the specifications and proposal documents are available on the City’s website at [www.longbranch.org](http://www.longbranch.org).

Proposers obtaining copies from the website are responsible for monitoring the website for the issuance of any addenda.

All proposals shall be submitted in triplicate, an original and two (2) copies of the Proposal are required. The original shall be clearly marked as such and shall be made in accordance with the request for proposal specifications and are due by **11:00 a.m. on Thursday, September 25, 2025**, and directed to the attention of David Spaulding, Qualified Purchasing Agent, City of Long Branch, Long Branch Municipal Building, 344 Broadway, Second Floor, Long Branch, New Jersey 07740.

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27, Affirmative Action; P.L. 1977, c.33, Disclosure of Interest Activities in Iran, Russia and Belarus; and P. L. 2004, c.57, Business Registration Certificate, all as amended and supplemented.

The City reserves the right to reject any or all proposals, to cease this process at any time, to waive any informalities in any proposal, and to award separate contracts or a lump sum contract (as applicable) in such a manner as shall be in the judgment of the City deemed in the best interest of the City, all in conformity with the law.

David Spaulding, Purchasing Agent  
City of Long Branch

## **SECTION 00200**

### **GENERAL CONDITIONS**

#### **.1 BACKGROUND INFORMATION**

The City of Long Branch (hereinafter also referred to as “City”) is interested in obtaining services (the “Services”) for Multilingual Outreach Services for Various City Initiatives (all work collectively referred to as the “Services”).

This Contract consists of the providing of the Services in accordance with the Detailed Specifications attached hereto and made a part hereof.

The specific responsibilities of the Successful Proposer(s) for the furnishing and delivering of the Services are specified in detail in these General Conditions and Detailed Specifications.

#### **.2 RECEIPT AND OPENING OF PROPOSALS**

The City invites proposals on the forms attached hereto, all blanks of which must be appropriately filled in by typewriter or in ink. Proposals will be received at the time and place set forth in the Advertisement for Proposals at which time, they shall be publicly opened and read aloud.

#### **.3 SCOPE OF SERVICES**

The Services under this Contract embraces the furnishing of all labor, materials, supplies, facilities, transportation, supervision, administration, scheduling, and all things necessary to supply and deliver the Services detailed in the Detailed Specifications.

#### **.4 PREPARATION AND AWARD OF PROPOSAL**

All proposals must be submitted in triplicate upon the blank Proposal forms annexed hereto. The Proposal shall state the proposed price for each item of Services. Proposers shall not remove and submit Proposal pages separate from the volume of the General Conditions and Detailed Specifications, but shall submit the proposal and all required other documents and submissions including but not limited to the Proposal Form; Certification of Shareholders, Officers or Partners; Debarred, Suspended and Disqualified Bidder Statement; Non-Collusion Affidavit; Disclosure of Investment Activities in Iran and Russia- Belarus Activities Form; and Business Registration Certificate as required by the General Conditions and Detailed Specifications.

Each Proposal shall be delivered to the City in triplicate in a sealed opaque envelope bearing on the outside the name of the Proposer, their address, and the name of the project for which the proposal is submitted. If forwarded by mail, the envelope containing the proposal must be enclosed in another envelope. The outer mailing envelope shall be addressed to David Spalding, Qualified Purchasing Agent, City of Long Branch, 344 Broadway, Second Floor, Long Branch, New Jersey 07740. The outer mailing envelope shall be clearly marked "PROVIDE MULTILINGUAL OUTREACH SERVICES PROPOSAL ENCLOSED." The City shall not be responsible for nor be required to grant relief from non-delivery or late delivery of proposals forwarded by mail or third party messenger/delivery services.

The City reserves the right to waive any informalities, irregularity, omissions and/or errors or to reject any and all proposals. The City reserves the right to accept and/or reject any proposal without necessary explanation to the proposing sources and it is not obligated to accept the lowest dollar proposal.

Any Proposal received after the time and date specified shall not be considered. Award or rejection of all Proposals shall be made within sixty (60) days of receipt of Proposals, or any agreed upon extension of the time for award.

#### .5 SUBCONTRACTORS/ ASSIGNMENTS

The vendor shall not assign, transfer, convey, sublet or otherwise dispose of the Contract, or their rights, title or interest in or to the same or any part thereof, without previous consent, in writing of the City, endorsed upon or attached to each copy of the Contract; and they shall not assign, by power of attorney or otherwise assign any of the monies to become due and payable under the Contract, unless by and with consent signified in like manner.

If the vendor shall, without such previous written consent, assign, transfer, convey, sublet or otherwise dispose of the Contract in whole or in part or of their right, title or interest therein or in any of the monies to become due under the Contract to any person, firm or corporation, the Contract may, at the option of the City, be revoked and annulled, and the City thereupon relieved and discharged from any and all liability and obligations growing out of the same to the vendor and to their assignee or transferee; provided that nothing herein contained shall be construed to hinder, prevent or affect an assignment by the vendor for the benefit of their creditors made pursuant to the statutes of the State of New Jersey; and no right under this Contract or to any money to become due hereunder, shall be asserted against the City in law or in equity by reason of any so-called assignment of this Contract or any part thereof, or any monies to become due hereunder unless authorized as aforesaid by the written consent of the City.

#### .6 OBLIGATION OF VENDOR

At the time of the opening of Proposals, each vendor will be presumed to have read and to be thoroughly familiar with the General Conditions and Detailed Specifications (including all addenda) and to be fully informed and satisfied as to the conditions existing, the character and requirements of the proposed Services, and the difficulties attendant upon its execution. The failure or omission of any proposer to examine any form, instrument or document shall in no way relieve any proposer from any obligation in respect to their proposal.

Each proposer must inform themselves fully of the conditions relating to the production and delivery of Services and the employment of labor therefor. Failure to do so will not relieve a successful proposer of their obligation to furnish all equipment, material and labor necessary to carry out the provisions of this Contract. Insofar as possible, the successful proposer, in carrying out the Services, must employ such methods or means as will not cause any interruption of or interference with the Services or any activities of the City or any Contractor of the City.

#### .7 APPLICABLE LAWS

The vendor's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances and rules and regulations of all authorities having jurisdiction over the Services shall apply to the Contract throughout the term, and they shall be deemed to be included in the Contract the same as though herein written out in full.

#### .8 PARTNERSHIP AND STOCKHOLDERS DISCLOSURE

In accordance with P.L. 1977, c.33 and on the form included in the General Conditions and Detailed Specifications, each vendor shall set forth the name and addresses of all stockholders in the vendor corporation who own ten percent (10%) or more of its stock of any class of all members of the vendor's limited liability company or of all partners in the vendor's partnership or limited liability partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholders, members or partners is itself a corporation, limited liability company, limited liability partnership or partnership, then the names and addresses of the stockholders or members owning ten percent (10%) or more of the stock of any class of that corporation, the names and addresses of the members owning ten percent (10%) or more interest, or of the partners or members owning ten percent (10%) or greater interests in that partnership or limited liability partnership, as the case may be, shall also be listed. The disclosure shall continue until all names and addresses of every individual stockholder, member or partner exceeding the ten percent (10%) ownership criteria has been listed. Each vendor shall execute the disclosure form in the manner required by the General Conditions and Detailed Specifications.

#### .9 DEBARRED, SUSPENDED AND DISQUALIFIED VENDOR PROVISION

The vendor shall submit with their proposal a sworn statement, in the form contained in the General Conditions and Detailed Specifications, signed by an officer or general partner of the vendor indicating whether or not the vendor is at the time of the Proposal included on the New Jersey State Treasurer's List of Debarred, Suspended, or Disqualified Bidders. The signature on the form shall be notarized. The vendor will immediately notify the City whenever it appears that the vendor is on the State Treasurer's list.

#### .10 NON-COLLUSION AFFIDAVIT

Each vendor shall submit with their Proposal a properly executed Non-Collusion Affidavit in the form contained in the General Conditions and Detailed Specifications. The signature on the form shall be notarized.

#### .11 AFFIRMATIVE ACTION REQUIREMENTS

Each vendor is required to comply with the provisions of New Jersey Department of Treasury, Affirmative Action Requirements N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, contained therein.

#### .12 GOVERNING LAW

New Jersey law will govern the interpretation of the General Conditions and Detailed Specifications. Vendor consents to venue and jurisdiction in the State of New Jersey.

#### .13 PARTIAL INVALIDITY

In the event any provision of the General Conditions and Detailed Specifications shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

#### .14 PAYMENT

Payments shall be made upon the approval of vouchers submitted by the successful Proposer(s) in accordance with the requirements of the City and subject to the City's customary practices.

#### .15 ACCIDENTS, INJURIES, DAMAGES

If it becomes necessary for the Contractor, either as principal or by agent or employee, to enter upon the premises or property of the City in order to construct, erect, inspect, make delivery or remove property hereunder, the Contractor hereby covenants and agrees to take, use, provide and make all proper, necessary and sufficient precaution, safeguards and protections against the occurrence or happening of any accidents, injuries, damages or hurt to any person or property during the provision of the Services herein covered, and to be responsible for, and to indemnify and hold harmless the City from the payment of all sums of money by reason of all or any such accidents, injuries, damages or hurt that may happen or occur upon or about such Services and all fines, penalties and loss incurred for or by reason of the violation of any city or borough ordinance, regulation of the laws of the State of New Jersey and of the United States while the Services are being provided.

Contractor will carry insurance to indemnify the City against any claim for loss, damage, or injury to property or persons arising out of the performance of the Contractor or of their employees and agents or the services covered by the Contract and the use, misuse or failure of any equipment used by the Contractor or their employees or agents, and shall provide certificates of such insurance to the City.

#### .16 VENDOR'S INSURANCE

The vendor shall procure and maintain:

A. Workmen's Compensation and Employer's Liability Insurance shall be maintained enforce during the life of this Contract by the vendor covering all employees engaged in performance of this Contract in accordance with the applicable statute.

B. Comprehensive General Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage shall be maintained in force during the life of the Contract by the vendor. The policy shall be a comprehensive form general liability policy and shall include products/completed operation, independent contractors, contractual and broad form property damage liability coverage.

C. Comprehensive Automobile Liability Insurance covering vendor for claims arising from owned, hired or non-owned vehicles with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property shall be maintained in force during the life of this Contract by the vendor.

D. Certificates of the above coverages naming the City as additional insured, except workmen's compensation policies, shall be submitted to the City. Coverage shall be with acceptable insurance companies only. All certificates shall contain a thirty (30) day notice of cancellation.

#### .17 LABOR

The Contractor shall and will be required to conform to the Labor Laws of the State of New Jersey and the various acts Amendatory and Supplemental thereto, and in accordance with the New Jersey Department of Labor and Industry Prevailing Wage Rate Determination. The rate of wages for all laborers employed by the Contractor shall not be less than the prevailing rate so established for Services to be performed under the terms of the Contract and a copy of the Determination of the Wage and Hour Bureau or other documents specifying the prevailing wages is considered as incorporated by reference as a part of the Contract.

#### .18 DEFAULT OF CONTRACTOR

The City shall have the right in case of failure, neglect or the refusal of the Contractor, to terminate the Contract at the expiration of three (3) days written notice to the Contractor served at its last known address according to the records of the City. At the expiration of said notice, the City may, at its option, proceed to enter into a contract for the performance of the Services, or perform the Services itself, provided, however, that the Contractor shall be responsible for the cost of providing the Services in excess of the Contractor's Proposal. If the City shall declare the Contract in default, in the whole or in any part, such declaration of default shall in no way relieve or affect the liability of the Contractor.

In addition to the foregoing and not in limitation thereof, in the event the City is not satisfied with the Services being provided by Contractor as determined by the City in the City's sole discretion, the City may terminate this contract on thirty (30) days notice to the Contractor.



#### .19 BUSINESS REGISTRATION CERTIFICATE

In accordance with Chapter 57, P.L. 2004, Contractors are required to be registered with the New Jersey Department of the Treasury at the time of submission of its Proposal. Proposers are required to submit a copy of the certificate prior to contract award but may submit same with the proposal. The business certificate issued by the New Jersey Department of the Treasury is the only acceptable form of submission.

#### .20 METHOD OF AWARD

The method of award shall be at the discretion of the City based on the requirements set forth in the Detailed Specification.

#### .21 CONTRACT PERIOD

The Contract shall have an initial term of one (1) year commencing on January 1, 2026, and terminating on December 31, 2026, with options to extend for two (2) 24-month periods at the discretion of the City.

#### .22 TERMINATION

It is understood and agreed to by the contractor, that the City may cancel this contract at any time by giving prior written notice of said cancellation to the Contractor within thirty (30) days prior to the effective cancellation date.

#### .23 RESERVATION OF RIGHTS

The City specifically reserves the right to consider these proposals merely as solicitation of quotes and that one, or more, of the items set forth in the specifications and Proposal are exempt from the bidding requirements of the Local Public Contracts Law.

#### .24 MULTI-YEAR CONTRACTS

Multi-year contracts as awarded shall be subject to the availability and appropriation annually of sufficient funds required to meet any award obligation extending beyond a twelve (12) month period.

#### .25 RECORDS RETENTION

Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be available to the New Jersey Office of the State Comptroller upon request.

## **SECTION 00300**

### **AFFIRMATIVE ACTION REQUIREMENTS**

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

- a. 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 non-discrimination clause;
- b. 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;
- c. 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 Public 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;
- d. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.
- e. The contractor or subcontractor agrees to make good faith efforts to meet targeted County employment goals established in accordance with N.J.A.C. 17:27-5.2.

- f. 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;
- g. 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;
- h. 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:

- a. Letter of Federal Affirmative Action Plan Approval;
- b. Certificate of Employee Information Report; or
- c. Employee Information Report Form AA 302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) ).

The contractor and subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunities Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations and the CITY 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.

**SECTION 00400**

**PROPOSAL COST FORM**

**FOR MULTILINGUAL OUTREACH SERVICES FOR VARIOUS LONG BRANCH  
INITIATIVES**

Please fill out the form below in words and numbers and attach any additional pages for budget, line items or breakouts as needed.

INITIAL CONTRACT (12 MONTHS)

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

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

Amount written in words: \_\_\_\_\_

FIRST EXTENSION OPTION ( 24 MONTHS), additional renewal shall be at the discretion of the City.

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

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

Amount written in words: \_\_\_\_\_

SECOND EXTENSION OPTION ( 24 MONTHS), additional renewal shall be at the discretion of the City.

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

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

Amount written in words: \_\_\_\_\_

**TOTAL COST =** \_\_\_\_\_

**PROPOSAL SHEET(S) WILL NOT BE ACCEPTED UNLESS SIGNED BY THE OWNER  
OR AUTHORIZED CORPORATE OFFICER.**

Proposer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

**SECTION 00400**

**SUPPLEMENTAL PROPOSAL FORMS**

- o OWNERSHIP DISCLOSURE FORM -  
SECTION 00410 - **MANDATORY**
- o DEBARRED, SUSPENDED AND DISQUALIFIED BIDDER STATEMENT SECTION  
00420
- o AFFIDAVIT OF NON-COLLUSION - SECTION 00430
- o RESOLUTION - SECTION 00440
- o CONTRACTOR BUSINESS REGISTRATION CERTIFICATE -  
SECTION 00450
- o DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN AND PROHIBITION OF  
RUSSIA-BELARUS ACTIVITIES FORM - SECTION 00460
- o

**ALL SUPPLEMENTAL PROPOSAL FORMS MUST BE COMPLETED  
AND ACCOMPANY PROPOSAL AT THE TIME OF PROPOSAL  
SUBMISSION. FAILURE TO INCLUDE THE ITEMS MARKED  
MANDATORY MAY BE AUTOMATIC CAUSE FOR REJECTION.**

## **SECTION 00410**

### **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 noncorporate 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 ***City of Long Branch*** 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 ***City of Long Branch*** to notify the ***City of Long Branch*** 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 ***City of Long Branch*** to declare any contract(s) resulting from this certification void and unenforceable.

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

**SECTION 00420**

**DEBARRED, SUSPENDED AND DISQUALIFIED VENDOR STATEMENT**

I, \_\_\_\_\_ (Name of Officer), hereby solemnly swear that  
\_\_\_\_\_ (Name of Vendor) \_\_\_\_\_ (Insert "is" or "is  
not"), at the time of the Proposal, included on the New Jersey State Treasurer's List of Debarred,  
Suspended, or Disqualified Bidders. Furthermore, I agree to immediately notify the City wherever  
it appears that \_\_\_\_\_ (Name of Vendor) is on the aforementioned  
New Jersey State Treasurer's List.

\_\_\_\_\_  
Name of Vendor

By \_\_\_\_\_  
Name and Title

Subscribed and Sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
Commission Expires \_\_\_\_\_

**SECTION 00430**

**NON-COLLUSION AFFIDAVIT FURNISH AND DELIVER MULTILINGUAL  
OUTREACH SERVICES FOR VARIOUS CITY OF LONG BRANCH INITIATIVES**

STATE OF \_\_\_\_\_ :

ss:

COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_, of the Municipality of \_\_\_\_\_, in the County of \_\_\_\_\_, 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 Vendor making the Proposal for the above named project, and that I executed the said Proposal with full City to do so; that said Vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Project; and that all statements contained in said Proposal and in this Affidavit are true, correct, and made with full knowledge that the Owner relied upon the truth of the statements contained in said Proposal and in the statements contained in the Affidavit in awarding the Contract for the said Proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bonafide employees or bonafide established commercial or selling agencies maintained by \_\_\_\_\_.

Name of Vendor

Vendor \_\_\_\_\_

By \_\_\_\_\_

Subscribed and Sworn

to before me this

\_\_\_\_\_  
(Type or print name of affiant)

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public of \_\_\_\_\_

Commission Expires \_\_\_\_\_

**SECTION 00440**  
**RESOLUTION**

RESOLVED, that the following named officers:

(1)

Be and hereby are authorized and empowered to sign and submit to the City the attached Proposal and further that said officers are authorized to execute the Contract or any other agreement, bond, or statement necessary for the fulfillment of the obligations incurred by the acceptance of the City of the Proposal.

I hereby certify that the above constitutes a true copy of a Resolution passed and approved by the Board of Directors at a meeting held on \_\_\_\_\_(2 - Insert Date).

Affix Seal: (3)

(4)\_\_\_\_\_

(Secretary)

**IMPORTANT: ENTRIES MUST BE MADE AT THE FOUR (4) NUMBERED PLACES.**

**SECTION 00450**  
**BUSINESS REGISTRATION CERTIFICATE**

Pursuant to N.J.S.A. 52:32-44, the City of Long Branch (City) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the City of Long Branch (City) with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the City prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the City a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml> .

Before final payment is made under the contract, the contractor shall submit to the City a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly under a contract with a contracting agency.

**Emergency Purchases or Contracts**

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

**SECTION 00460**

<b>Prohibited Russia-Belarus Activities &amp; Iran Investment Activities</b>	
<b>Person or Entity</b>	
<b>Part 1: Certification</b>	
<p style="text-align: center;"><b>COMPLETE PART 1 BY CHECKING <u>ONE OF THE THREE BOXES BELOW</u></b></p> <p>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:</p> <p><a href="https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf">https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf</a> <a href="http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf">www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf</a></p> <p>As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.</p> <p>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.</p> <p>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.</p>	
<b>CONTRACT AWARDS AND RENEWALS</b>	
<input type="checkbox"/>	<p><i>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.)</i></p>

CONTRACT AMENDMENTS AND EXTENSIONS	
<input type="checkbox"/>	<p><i>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.)</i></p>
IF UNABLE TO CERTIFY	
<input type="checkbox"/>	<p><i>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. <u>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.</u></i></p>
Part 2: Additional Information	
<p><u>PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.</u></p> <p>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.</p>	

### 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 City of Long Branch 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 City of Long Branch to notify the City of Long Branch 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 City of Long Branch and that the City of Long Branch at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	





**SECTION 00500**

**SAMPLE CONTRACT**

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by and between the City of Long Branch herein called "OWNER," and

\_\_\_\_\_  
(a corporation - a partnership - an individual doing business as)

\_\_\_\_\_  
(address)

County of \_\_\_\_\_, State of \_\_\_\_\_

hereinafter called "CONTRACTOR".

Witnesseth: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner, the Contractor hereby agrees with the Owner to commence and complete the Services described as follows:

**Furnish and Deliver Multilingual Outreach Services for various City of Long Branch  
Initiatives City Contract No. -25**

Herein after called the Project, for the total price of

(\$ \_\_\_\_\_ )

Dollars under the terms as stated in the General Conditions and Detailed Specifications which are incorporated herein by reference; and the Contractor's own proper cost and expense to furnish all materials, supplies, machinery, equipment, tools, superintendents, labor, insurance, and other accessories and services necessary to complete the Services as described in the General Conditions and Detailed Specifications, all of which are made a part hereof and collectively evidence and constitute the Contract.

The Contractor hereby agrees to commence Services under this Contract so that the Services shall be delivered to the Owner no later than as directed by the General Conditions and Detailed Specifications, or at such later date directed by the Owner.

In the event the Services are not available for use by Owner as required by the General Conditions and Detailed Specifications, Contractor agrees to pay the Owner additional damages, based on actual cost, which may be incurred by Owner for failure to provide the Services, as required by the General Conditions and Detailed Specifications.

The Owner agrees to pay the Contractor in current funds for the performance of the Contract, subject to additions and deductions, as provided in the General Conditions and Detailed Specifications, and to make payments on account thereof as provided in the General Conditions and Detailed Specifications.

The parties to this Contract agree to incorporate into this Contract the mandatory language of Subsection 3.4(a) of the Regulations promulgated by the New Jersey State Treasurer pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, as amended and supplemented from time to time and the Contractor or subcontractor agrees to comply fully with the terms, provisions and obligations of said Subsection 3.4(a) of said regulations.

IN WITNESS WHEREOF, the parties of these presents have executed this Contract in three (3) counterparts, each of which shall be deemed an original on the day first above mentioned.

ATTEST:

CITY OF LONG BRANCH  
OWNER:

\_\_\_\_\_  
Amanda Caldwell, Deputy City Clerk

By: \_\_\_\_\_  
JOHN PALLONE, Mayor

CONTRACTOR:

ATTEST/ WITNESS:

\_\_\_\_\_  
  
\_\_\_\_\_  
(Print name and title)  
(SEAL)

By \_\_\_\_\_  
  
\_\_\_\_\_  
(Print Name and Title)

Address

## **SECTION 00600**

### **DETAILED SPECIFICATIONS**

#### **D 1.0 INTENT**

It is the intention of these specifications to describe Multilingual Outreach Services for Various City Initiatives for the City of Long Branch ("City"). The City is requesting proposals from qualified firms to provide multilingual outreach services to support a range of municipal, local initiatives aimed at improving access to services, promoting available resources, and engaging residents who may face linguistic or cultural barriers.

This engagement is designed to enhance equity in communication, ensuring that all residents are informed and have access to important municipal, local and state services and programs.

The selected contractor will be responsible for planning, implementing and reporting on strategic, multilingual outreach programs that incorporate direct engagement methods (door to door canvassing, phone banking and text messaging), supported by printed and digital outreach materials.

#### **D. 2.0 REQUIREMENTS**

The Proposal shall contain the following:

1. Name of firm submitting proposal; main office address; location of office(s) where activities, the subject of this Proposal, will be conducted. If the firm is a corporation, please indicate when and where incorporated.
2. Proposer must acknowledge that the Proposer can complete the required tasks/services identified in D 5.0.
3. A statement of the Proposer's qualifications must include:
  - X At least three client references with a similar scope of work providing name, address and telephone number of the person to contact. Public entity client references preferred.
  - X Resumes of key personnel that will supervise or actually perform the task/services identified in D 5.0.
  - X The Proposer shall clearly identify and furnish the above two items with respect to any sub-contractor the Proposer may use.
4. The enclosed Proposal Form shall be used in submitting the service costs. Proposer may provide additional detail to establish reasonableness of the proposed fee.

5. An original and two (2) copies of the Proposal are required. The original shall be clearly marked as such.

### **D 3.0 CONTRACT PERIOD**

The contract shall commence on January 1, 2026 and shall continue for a period of one (1) year, terminating on December 31, 2026, with the option to extend for two (2) 24 month periods at the sole discretion of the City or unless earlier terminated by the City in accordance with the terms contained herein.

### **D 3.1 TERMINATION**

It is understood and agreed to by the contractor, that the City may cancel this contract at any time by giving prior written notice of said cancellation to the Contractor within thirty (30) days prior to the effective cancellation date.

### **D 4.0 AWARD OF CONTRACT**

The award of the contract shall, at a minimum, be based upon the following:

1. Agreement to provide specified services.
2. Years of experience and qualifications of the firm and personnel selected.
3. Lowest responsible outreach services fees proposed.

The award of the contract is not solely related to the cost of services. It is the intent of the City to contract with a contractor that can provide the services required and such other services which will benefit the various City initiatives.

The City specifically reserves its right to interview any vendor who submits a proposal that satisfies the minimum criteria required.

The City reserves the right to accept and/or reject any proposal without necessary explanation to the proposing sources and it is not obligated to accept the lowest dollar proposal. The City may waive any informalities, irregularities, omissions and/or errors in proposals. All proposals shall remain valid for a period of sixty (60) days from the date of submission.

### **D 5.0 SCOPE OF SERVICES/SERVICE REQUIREMENTS**

The successful proposer will be expected to perform the following:

### **D 5.1 Planning and Program Design**

- Develop a targeted outreach plan tailored to the City of Long Branch's demographic areas and community needs;
- Identify appropriate languages based on Long Branch's population data (including Spanish as a minimum, others as applicable);
- Define goals, anticipate outcomes and metrics for success.

### **D 5.2 Direct Outreach Execution**

- Conduct door-to-door canvassing in selected neighborhoods;
- Conduct phone banking and text messaging campaigns;
- Ensure all outreach is delivered in at least English and Spanish, and additional languages based on need;
- Provide interpreters and/or translate materials as required.

### **D.5.3 Staffing and Oversight**

- Ability to recruit, train and supervise all canvassing and outreach staff;
- Ensure proper background checks and training in respectful engagement practices;
- Maintenance of adequate staff levels throughout term of contract to ensure timely and thorough coverage of target areas.

### **D 5.4 Materials and Technology**

- Ability to design and produce printed outreach materials ( such as flyers, brochures, door hangers etc.)
- Provide or license technology platforms needed for phone and text banking;
- Supply all tables, mobile devices or tracking forms as necessary for outreach.

### **D 5.5 Reporting and Evaluation**

- Submit biweekly progress reports to the City detailing number of residents reached by method and language, qualitative data reflecting resident feedback and concerns, summary of outreach team activity and issues encountered;
- Provide a final report summarizing effectiveness of the outreach campaign and recommendations for future efforts.

### **D 6.0 MINIMUM THRESHOLD QUALIFICATION CRITERIA**

The minimum threshold criteria for the services are as follows:

1. Experience in Multilingual Outreach Services in community outreach and related work for a minimum of five (5) years.
2. Experience in the development of multilingual outreach or multicultural programs.
3. Experience in working with local government or public agencies.

4. Familiarity with Monmouth County municipalities or similar urban/suburban communities preferred

## **D 7.0 PROPOSALS**

Each Proposal shall include, but not be limited to, the following key information:

- **COVER LETTER** including introduction of the firm and identifying the main contact person(s)
- **COMPANY QUALIFICATIONS** – describing relevant experience, organizational structure and capabilities;
- **IDENTIFY KEY PERSONNEL** - including name, title, resumes of key staff
- **STAFFING PLAN** for outreach efforts proposed
- **APPROACH AND METHODOLOGY** – including narrative of outreach approach, tools and systems to be used for canvassing, calling and messaging
- **WORKPLAN AND TIMELINE** – Proposed schedule for outreach activities, staff recruitment and reporting
- **PRICING PROPOSAL**
- **ALL REQUIRED FORMS**

## **D 8.0 PRICING PROPSAL**

One Proposal Sheet is included in this Request for Proposal. All pricing and cost data must be submitted in accordance with the instructions below and must be completed. The proposer's pricing proposal must include all costs associated with the services described. This includes all license fees, royalties, "third party" fees, and computer resources, as well as all labor costs, overhead and expenses.

The proposer must be willing and able to successfully provide the services proposed for the prices given. A total cost for services for the initial 12 month period must be provided. Cost proposal shall include a narrative describing how the funds will be allocated ( staffing, materials, staff etc.)

Complete and sign **PROPOSAL FORM 00400** of this RFP and submit with your proposal.

## **D.9.0 ORAL INSTRUCTIONS**

Neither the City nor their authorized representatives shall be responsible in any way for oral answers unconfirmed in writing, to any inquiries regarding the intent or meaning of the details, or the specifications, or for any oral instruction by themselves, their employees or other.

Questions to the proposal should be directed in writing to David Spaulding, Qualified Purchasing Agent of the City emailed to [dspaulding@longbranch.org](mailto:dspaulding@longbranch.org) . Questions should be submitted no later than **September 10, 2025**. The City shall not be obligated to respond to any questions.