

REQUEST

FOR

PROPOSALS

FOR

CONSTRUCTION/CODE/

PLANNING/SOFTWARE

LICENSING, DATABASE AND

MAINTENANCE SERVICES

FOR THE BOROUGH OF HIGHLANDS

CONSTRUCTION/CODE/PLANNING/ZONING OFFICE

2014

BOROUGH OF HIGHLANDS
Request for Proposals
Related Software Licensing, Database and
Maintenance Services Construction, Code, Planning and
Zoning Software
for the Borough of Highlands Construction Code
Zoning Planning Office

Responses Due: Prior to 4:00 PM, prevailing time on July 8th, 2014

RFP Release date: June 11, 2014

RFP Public Opening: Borough of Highlands Municipal Building July 8th 4:00p.m.

Governing Body Action Date: July 16th, 2014

Anticipated Contract Execution and Project Initiation August 1st, 2014

INTRODUCTION

The Borough of Highlands, the County of Monmouth requests qualifications with proposals from vendors who can provide Software License/Database and Maintenance Services for Construction, Code, Planning and Zoning.

SCOPE OF WORK

Proposals are being sought from a qualified Licensed Application Software firm which has a proven history of proper software database creation, maintenance qualifications, competence, experience and performance in order to perform, but not be limited to, the following as requested by the Borough:

1. Create a database and complete upgrades, including new releases, to the Licensed Standard Software which includes, but is not limited to: Construction/Code/Planning/Zoning Permits and violations, warnings and all record of the same. Documented by Address /Name/ Block and Lot
2. Temporary fixes to Licensed Standard Software;
3. Revisions to Licensed Documentation;
4. Reasonable telephone support for Licensed Standard Software on Monday through Friday from 8:00 a.m. to 8:00 p.m. (EST); and
5. Invitation to and participation in user group meetings.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

Firms interested in entering into a contract with the Borough of Highlands should provide the following:

1. A brief statement of qualifications and proposal for services.
2. Names of individual(s) to be assigned to perform the tasks.
3. A listing of experience with other public entities.
4. Resumes of individual(s) to be assigned indicating experience, education, licenses, certifications, registrations, professional affiliations and continuing education.
5. A list of at least three professional references with address and telephone contact numbers who have direct knowledge relating to your experience in the requested service.

6. A fee schedule for all charges, including an hourly rate, equipment rental, overhead and profit, direct expenses and any other expenses that might be billed to the Borough of Highlands for services rendered.
7. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/individual showing the amount of Professional Liability, Worker's Compensation; General Liability, Business Automobile Liability and all other insurance coverage's in place as of January 1, 2014.
8. A copy of your New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:21-1.1 et seq. or a completed Form AA-302 Initial Employee Information Report.
9. A copy of your NJ Business Registration Certificate
10. A copy of your Non-Collusion Affidavit
11. Signed and completed Affirmative Action questionnaire.
12. Signature Page including "Conflict of Interest Statement"
13. Statement of Ownership (Chapter 33 of the Laws of 1977)
14. Disclosure of investment Activities in Iran

SUBMISSION REQUIREMENTS:

All responses to this Request for Proposals ("RFP"):

1. Shall be paper, stapled in the upper left corner. No plastic will be accepted. Failure to comply with this provision will be cause for rejection.
2. Will be opened publicly in the Highlands Borough Hall Building, 42 Shore Drive, Highlands, New Jersey, 07732 commencing at 4:00 p.m., prevailing time, **July 8th, 2014.**
3. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP and the RFP due date on the outside of the envelope.
4. Responses which are to be hand delivered the day of the opening must be taken and presented to the Borough of Highlands Clerk at the time the responses to this RFP are called for.
5. Responses to this RFP which are to be mailed, shall be mailed to the:

BOROUGH OF HIGHLANDS CLERK
42 SHORE DRIVE
HIGHLANDS, NJ 07732

and must be received prior to 4:00 p.m., prevailing time, on the date on which they are to be opened.

6. The Borough of Highlands will not be responsible for late mail deliveries and no responses to this RFP will be accepted by the Borough if received after the time stipulated above.
7. If there are any questions regarding this RFP, please contact:

TIM HILL, BOROUGH ADMINISTRATOR

42 SHORE DRIVE HIGHLANDS, N.J. 07732

732-872-1224 EXT 203 OR THILL@HIGHLANDSBOROUGH.ORG

SELECTION CRITERIA :

All RFPs will be reviewed by the Review Committee composed of the Borough of Highlands Purchasing Agent, Borough Administrator, Construction Official, Code Enforcement Official and Building Department Secretary.

The selection criteria to be used in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the services requested by the Borough and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Borough;
4. Location (distance) of primary office in relation to the Borough administrative offices;
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.
7. Beneficial Cost to the Borough.

The Borough of Highlands shall award a contract to the vendor or vendors that best meet the needs and interests of Borough of Highlands. The Borough reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the Borough.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.2, et seq., and as such, Contractors are exempt from the limitations on making political contributions under that law. Further, for that reason, as well as because of a language in the New Jersey's Annual Appropriations Act, refusal to disclose campaign contributions otherwise required by N.J.S.A. 19:44A-20.2 et seq. and 19:44A-20.25 et seq., will not adversely affect your consideration for award.

Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(£). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities.

Transitional Period (excluding Professional Contracts) - In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the Borough of Highlands, the Contractor shall continue all terms and conditions of said contract for a period not to exceed thirty (30) days at the Borough's request.

Schedule of Quantities and Prices for 2014-2016

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
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1 .Create database inclusive of Permits/warnings/violation/fee's For Construction/Code/Zoning & Planning	_____ units	_____	_____
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Unit Price Written: _____

Extension Amount Written: _____

2. Annual Maintenance Fee	_____ units (years)	_____	_____
(An additional charge, if any, assessed for maintenance)			

Unit Price Written: _____

Extension Amount Written: _____

3. Annual Service Fee	_____ units	_____	_____
(An additional charge for services, if any, provided for Borough other than general maintenance)			

Unit Price Written: _____

Extension Amount Written: _____

Total Written Amount for 2 years of services:

Statement of Qualifications

*Individuals to be assigned to perform tasks
Include Resume for each person to be assigned
indicating experience, education, licenses.
Certifications, registrations, professional
affiliations and continuing education.*

Listing of experience with other Public entities

*At least three (3) professional references
Include address/telephone contact numbers*

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
 :
 : SS.
COUNTY OF :

I, _____, of the _____ of

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

I am _____ of the firm of _____, the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named 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.

BY: _____

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

Notary Public of New Jersey
My Commission Expires: _____.

(REVISED 4110)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq.(P.L. 1975, C. 127) N.J.A.C.17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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/treaswy/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.

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
 - (a) An existing federally approved or sanctioned affirmative action program.
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employees Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

 - (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

Yes _ _ _ No _____

 - (a) If yes. Please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.)

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the BOROUGH do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BOROUGH pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the BOROUGH in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the BOROUGH, 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 BOROUGH'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOROUGH or if the BOROUGH 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 BOROUGH 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 BOROUGH or any of its agents, servants and employees, the BOROUGH shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the BOROUGH or its representatives.

It is expressly agreed and understood that any approval by the BOROUGH 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 BOROUGH pursuant to this paragraph.

It is further agreed and understood that the BOROUGH 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 provision 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 BOROUGH from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SIGNATURE PAGE

The BOROUGH OF HIGHLANDS does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The BOROUGH OF HIGHLANDS shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The BOROUGH OF HIGHLANDS considers it to be a substantial conflict of interest for any company desiring to do business with the BOROUGH to be owned, operated or managed by any BOROUGH employee, nor shall any BOROUGH personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the BOROUGH OF HIGHLANDS

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

The undersigned is a Partnership Corporation under the law of the State
Individual
Of _____, having principal offices
fil _____

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NUMBER _____

STATEMENT OF OWNERSHIP

STATEMENT SETTING FORTH THE NAMES AND ADDRESSES OF STOCKHOLDERS OR PARTNERS OWNING MORE THAN 10% OF

(NAME OF ORGANIZATION)

IN COMPLIANCE WITH CHAPTER 33 OF THE LAWS OF 1977.

The following constitute the names and addresses of all stockholders in the corporation if the corporation is submitting a proposal, or partners if the proposer is a partnership who own 10% or more of the corporate stock of the proposer of any class or of all individual partners in the partnership who own 10% or greater interest therein.

In the event no stockholder or partner owns 10% or greater, please so indicate at the appropriate space on this form.

If one or more such stockholder or partner is itself a corporation or is a partnership, the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership are as follows:

PERCENTAGE OF
OWNERSHIP

NAME _____	ADDRESS _____	
_____	_____	_____
NAME _____	ADDRESS _____	
_____	_____	_____
NAME _____	ADDRESS _____	
_____	_____	_____
NAME _____	ADDRESS _____	
_____	_____	_____

IF NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE OF THE CORPORATE STOCK OR OWNERSHIP OF THE PROPOSER CHECK HERE _____

I certify that the foregoing information is correct.

Signature of Secretary or Partner

Print Name and Title
of _____
Corporation or Partnership

THIS FORM MUST BE COMPLETED AND SIGNED

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
 PART I: CERTIFICATION
 PROPOSERS MUST COMPLETE PART I BY CHECKING EITHER BOX
 FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a proposal 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>. Proposers must review this list prior to completing the below certification. Failure to complete the certification will render the 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 proposer listed below nor any of the proposer'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 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.

I am unable to certify as above because the proposer 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 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 Proposer _____
Description of Activities _____	
Duration of Engagement — Anticipated Cessation Date —	
Proposer 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 Proposer: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

RFP DOCUMENT CHECKLIST

RFP Title: CONSTRUCTION/CODE/PLANNING/ZONING
SOFTWARE LICENSING. DATABASE AND MAINTENANCE SERVICES

Required With Proposal	Item Submitted (Proposer's Initials)
X	Statement of Ownership
X	Non-Collusion Affidavit
X	Affirmative Action Questionnaire
X	Copy of Proposer's New Jersey Business Registration Certificate
X	Acknowledgement of receipt of addenda or revisions (if issued)
X	Disclosure of Investment Activities in Iran
X	Signature Page
X	Description of Experience and Qualifications and References
X	Schedule of Quantities and Prices
X	Certificates of Liability Insurance
X	NJ Certificate of Employee Information Report

THE UNDERSIGNED PROPOSER HERewith SUBMITS THE ABOVE REQUIRED DOCUMENTS.

PRINT NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA OR REVISIONS

BOROUGH OF HIGHLANDS

ADDENDUM NO : _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

PROPOSER _____ :

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE:

WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL RESPONSE. FAILURE TO DO SO WILL RESULT IN PROPOSAL REJECTION.