

City of Somers Point
Request for Proposal

This proposal is being solicited through a fair and open process, N.J.S.A.29:44A-20.5 et seq.

In conjunction with the Fair and Open Process of the Local Unit Pay-to-Play Law, the City of Somers Point hereby requests your proposal to provide the following goods or services:

2025 Office Supplies for May 1st, 2025 to April 30th, 2026

Proposals must be delivered to:

City of Somers Point
Administration Department
1 W. New Jersey Avenue
Somers Point, New Jersey, 08244

Proposals must be clearly labeled on the outside of the envelope as

“2025 Office Supplies”

and be submitted prior to the time of opening which will be 2:00 PM on May 15th, 2025 in the Office of Administration.

I EMAILED COPY IN PDF FORMAT (Sent to AMATHERS@SPGOV.ORG) OR 1 DIGITAL COPY ON A USB FLASH DRIVE IN PDF FORMAT ARE REQUIRED

Given the COVID-19 Outbreak and Municipal Response, we are allowing proposals to be received via email ONLY for the above referenced solicitation cycle.

Proposal will be evaluated by the City Council of the City of Somers Point on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field.

Please indicate years in business and provide at least three references.

2. Knowledge of the City of Somers Point and the subject matter to be addressed under the contract.

Please indicate approximate number of years doing business with the City of Somers Point.

3. Compensation proposal.

Please indicate your basis for billing, so that it can be considered in this award. For example, this may be:

- a.) prices quoted for individual jobs
- b.) list price
- c.) cost plus a mark-up of xxx%
- d.) list less a discount of xxx%
- e.) etc.

(or even some combination of methods)

4. Other factors if demonstrated to be in the best interest of the City of Somers Point.

Please indicate other factors you believe should be considered.

5. **PLEASE NOTE** Pursuant to N.J.S.A. 19:44A-20.5 All Vendors are required to submit a Business Entity Disclosure Certification with their submission.

Note: The City of Somers Point reserves the right to make multiple awards for similar goods and services in connection with this request for proposal.

**THE CITY OF SOMERS POINT, NJ
BUSINESS ENTITY DISCLOSURE CERTIFICATION**

FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)”

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:* “The **\$200 limit** established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**THE CITY OF SOMERS POINT, NJ**  
**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
 FOR NON-FAIR AND OPEN CONTRACTS  
 Required Pursuant to N.J.S.A. 19:44A-20.8

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the \_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one year period preceding the awarded date of the contract to any of the following named candidate committee or joint candidates committee as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

**Council President Charles Haberkorn, 2nd Ward**

**Mayor Dennis Tapp**

**Councilman Kirk Gerety, Councilman At Large Councilman Sean McGuigan, 1st Ward**

**Councilman Howard Dill, 2nd Ward**

**Councilman Richard DePamphilis, 1st Ward**

**Councilman Mike Owen, 2nd Ward**

**Councilman Janice Johnston, 1<sup>st</sup> Ward**

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

| Name of Stockholder or Shareholder | Address |
|------------------------------------|---------|
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**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

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

Printed Name of Affiant: \_\_\_\_\_

Date: \_\_\_\_\_

Posted 4/11/25