

**COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS, 26-25, OPERATING  
TEMPORARY HOMELESS SHELTER AT REGAN BUILDING, LAKELAND COMPLEX,  
BLACKWOOD, NJ FOR THE COUNTY OF CAMDEN**

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**PART I  
Instructions To Vendors**

**This is a 34-page document. Please be sure to read each page, including, without limitation, all attachments.**

**Please note: the terms “firm”, “provider”, “contractor”, “proposer”, “vendor” and “respondent” may be used interchangeably throughout this document.**

**1.0 PURPOSE**

The intent of this Competitive Contracting Request for Proposals (“CCRFP”) and resulting contract is to obtain a vendor to operate a temporary homeless shelter for Camden County, located at the Regan Building, Lakeland Complex, Blackwood, NJ for the Division of Community Development.

Firms responding to this Competitive Contracting Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

Despite any language contained herein on the contrary, this document does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County’s needs. The County intends to award this contract pursuant to N.J.S.A. 40A:11-4.1 et seq., and N.J.A.C. 5:34-4.1 et seq.

**Official County CCRFP documents are available from the County as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the CCRFP document that may or may not be complete. The County is not responsible to prospective vendors for third-party supplied procurement documents.**

**2.0 BACKGROUND INFORMATION**

The County of Camden, Office of Community Development, Homelessness Services, has created a plan to end homelessness, and has developed a temporary homeless shelter located on the Lakeland complex in Blackwood, NJ. This 23-bed shelter will provide temporary shelter and case management for homeless individuals. The County is seeking an experienced vendor to operate all aspects of this shelter.

The County of Camden will provide a building with capacity for 23 beds. All rooms will be furnished. Furnishings include bed, mattresses, wardrobe, and chair. There will also be office space furnished with desks, chairs and filing cabinets. There will be a programming space with meeting tables and workstations for collaborating partners. There is a medical room with furnishings that includes a refrigerator to hold medications. A kitchen with refrigerator, freezer, warming cabinet, and coffee maker. There is a café with tables and chairs. There are lockers for guests to store valuables. There is a laundry room for guests.

The vendor will need to provide their own computers as well as computers for outside vendors, if any, and for use by the guests.

The building is equipped with cameras that are tied to a monitor located at the security desk in the shelter. The Vendor will be responsible for staffing the security desk and monitoring the cameras.

The specific extent and character of the Shelter Operation services to be performed shall be subject to general control and approval of the Office of Camden County Community Development.

The selected Operator will by way of this award, will also be entering into a landlord tenant relationship with Camden County. Rights and responsibilities for that landlord tenant relationship are details in Appendix A.

### ***Goal***

The goal of this Request for Proposals (RFP) is to assist the homeless with getting permanent housing. We are seeking a vendor for the following:

- Management of the Temporary Shelter
- Create and operate a job readiness program for shelter guests
- Provide case management and housing support services for all guests including those under medical respite care.
- Provide care management for those who are under medical respite

### ***Target Populations***

Individuals who are homeless with priority given to those who meet U.S. Department of Housing and Urban Development (HUD) criteria for chronic homelessness. Homeless who meet the HUD definition, who are also housing ready and job ready with a willingness to participate in a job readiness/ job training program will be given priority.

Referrals may also be Camden County homeless on the SNJCoC Coordinated Assessment approved for a voucher on the waiting list provided that their voucher may be available in the coming quarter.

Medical Respite – homeless individuals from Camden County who are under the medical care of a local hospital. These guests must be referred by a medical professional and can no longer remain at the hospital.

The shelter will limit the total number of beds for medical respite to not exceed 8 beds. (See Additional Alternate in the Scope of Service)

Consistent with the Camden County’s philosophy to welcome individuals who need assistance with hospitality and acceptance, the shelter will identify individuals receiving services as “guests.” The word “guest” connotes a welcoming culture to those most in need in the County. Camden County residency is required for access to all services at the shelter. If a guest is determined to be a non-resident but a bed is available, the shelter will work with the guest during a 72-hour stay to return to their residency.

Upon request for assistance, all guests are required to participate in an intake assessment followed by a wellness assessment conducted. At the completion of these assessments and admission to the shelter, the guest undergoes a clinical assessment conducted by the vendors care management team during which a comprehensive and coordinated care plan is developed that includes the guest’s goals and staff responsibilities. Shelter management determines a guest’s readiness for referral for housing eligibility, placement, and assignment to the vendor’s Housing Search/Neighborhood-Based Care Management program. Neighborhood-Based Care Management services follow the individuals into the community to ensure permanency and linkage to community programs and services.

The selected Operator will by way of this award will also be entering into a landlord tenant relationship with Camden County. Rights and responsibilities for that landlord tenant relationship are details in Appendix A.

### **3.0 COMPLIANCE WITH LAWS**

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, and regulations. Specifically, it is the vendor’s responsibility to be familiar with all federal, state, and local statutes, and court rules and regulations applicable to the services to be provided.

### **4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS**

#### **4.1 SUBMISSION OF PROPOSALS**

Five (5) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part I and Part II, Proposal Requirements should be provided. Proposals must be provided to the Camden County Division of Purchasing, Courthouse - 6th

Floor, 520 Market Street, Camden New Jersey, 08102. Proposals are scheduled to be opened **Thursday July 9, 2026, at 11:00 a.m.** Any proposals received after said opening, whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the CCRFP clearly marked on the outside. If hand-delivering proposal must be left in the marked bin accessible from the 6<sup>th</sup> Street entrance to the Courthouse. Bin access is M-F 8:30 A.M. to 4:00 P.M. only. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of firm(s) shall be made by the Camden County Board of Commissioners by formal resolution. Contract(s) for services will be provided by the Office of County Counsel.

#### **4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

Any questions regarding this Competitive Contracting Request for Proposals must be made to Laura J. Paffenroth, Esq., Purchasing Agent, [laura.paffenroth@camdencounty.com](mailto:laura.paffenroth@camdencounty.com) **All questions must be sent by email no later than Friday June 26, 2026 at Noon. Questions received after this date and time will not be addressed.**

#### **4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Addenda/revisions to this CCRFP shall be provided to all firms who have received this Competitive Contracting Request for Proposals.

### **5.0 INSURANCE**

Prior to commencing services, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County thirty-day notice of cancellation, non-renewal or change in insurance coverage.

Professional Liability and General Liability policies written on a "Claims Made" basis must continue the coverage for a period of three years from the expiration/termination date of the vendor's contract with the County.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposals and provide proof of same by supplying a certificate of insurance naming the County as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the County until the certificate of insurance is provided with the signed contract.

### **5.1 PROFESSIONAL LIABILITY**

\$1,000,000.00 for errors and omissions/malpractice.

### **5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability.

### **5.3 GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$2,000,000.00 aggregate for bodily injury and property damage.

### **5.4 AUTO LIABILITY**

\$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein.

## **6.0 INDEMNIFICATION**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden, and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

## **7.0 MISCELLANEOUS REQUIREMENTS**

**7.1** Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

**7.2** The contents of the proposal submitted by the successful firm(s) and this Request for Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the County of Camden.

**7.3** Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

**7.4** The County of Camden reserves the right to reject all proposals received as may be provided by law.

**7.5** Any selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior written consent of the Camden County Administrator.

**7.6** The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

**7.7** All responses to this Request for Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

**7.8** Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

**7.9** Contracts awarded pursuant to this CCRFP may only be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent due to unforeseen and unforeseeable circumstances after the original contract award. Any contract amendment for additional work must be approved by resolution of the Board of Commissioners.

**7.10** Where applicable, the selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the Board of Commissioners, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

**7.11** All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.27, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) exceeding \$50,000 from public entities, including Camden County. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

**7.12** All Firms are advised that vendors and contracting units shall comply

with the State Contractor Business Registration requirement ("BRC"). Firms may file a BRC with the County prior to award of contracts if not filed with the CCRFP. ALL FIRMS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE CCRFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR PROPOSAL (See also Part II, Section I, herein).

**7.13 APPROVAL AND CERTIFICATION OF BILLING STATEMENT:**

Authorization for payment of periodic billing, final payments or retainage monies require approval and certification by formal resolution of the Camden County Board of Commissioners. Pursuant to N.J.S.A. 40A:11-19.1, unless otherwise provided for in the contract, the required payment date shall be 60 calendar days from the receipt of a properly executed invoice, or 60 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services are rendered. Interest on amounts due shall be paid for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest shall be paid at the rate specified by the State Treasurer for State late payments.

**7.14 N.J.A.C. § 17:44-2.2; AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:**

(a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC

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

**7.15 AMERICAN GOODS AND PRODUCTS TO BE USED WHERE AVAILABLE**

Where applicable, pursuant to N.J.S.A. 40A:11-18, only manufactured and farm products of the United States wherever available, shall be used in the execution of the work or supply of goods as specified herein.

**7.16** Applicant must be a **non-profit 501 (c) (3) agency or a public agency** (municipal, county, or state). **A copy of the IRS letter, or a statement that the applicant is a public agency,** must be attached to the proposal.

**7.17** All firms must demonstrate and **submit with the proposal proof of accreditation in their respective field, licensure (if required) to conduct the program, or documentation of good standing through affiliation with a recognized national organization in their field of expertise.** Accreditation may be established by a compliance rating of 80% or higher with the Management Assistance Program ("MAP") Human Services Performance

Standards administered by CPAC. **Failure to submit proof at the time of submission of the proposal shall be cause for rejection of the proposal.**

### **7.18 My Resource Pal**

Selected firms will be required to maintain a list of services through [www.myresourcepal.org](http://www.myresourcepal.org). Proof must be provided at the time of application the listings have been updated within six months.

## **8.0 CRITERIA FOR EVALUATION OF PROPOSALS**

The Competitive Contracting RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below (100 points possible):

**8.1 Technical Criteria (30 Points)** including but not limited to such things as:

i. Proposed Methodology

(1) Does the Bidder's proposal demonstrate a clear understanding of the scope of work and related objectives?

(2) Is the Bidder's proposal complete and responsive to the County's specific requirements?

(3) Has the past performance and experience of the Bidder's proposed methodology been documented?

(4) Any other criteria deemed relevant and appropriate by the Competitive Contracting RFP Committee.

**8.2 Management Criteria (40 points)** including but not limited to such things as:

i. Program Management:

(1) Is there a management plan? Does it meet the County's needs?

ii. History and experience in performing the work.

(1) Does the Bidder document a record of on-time, on-budget and contract compliance performance?

(2) Does the Bidder demonstrate a track record of service as evidenced by service history? Experience with government clients?

iii. Availability of personnel and other resources:

(1) To what extent does the Bidder rely on in-house resources vs. contracted resources?

(2) Is the availability of in-house and contract resources documented?

(3) Is the operating office located in the Camden County Region and, if not, is the ability to function elsewhere clearly documented?

iv. Qualification and experience of personnel:

(1) Are the personnel qualifications of employees documented, as to

their experience in performing similar work? i.e. Resumes  
(2) Is the current level of staff available for the needs of the County adequate, or is there a plan to recruit, screen, and hire additional employees?

v. Assurances of performances:

(1) Does the bidder have the required insurance, warranties, or guarantees according to the proposal?

vi. Bidder's financial stability and strength:

(1) Does the bidder have sufficient financial resources to meet its obligations according to the proposal?

**8.3 Cost Criteria (30 points)** including but not limited to such things as:

i. Cost of goods to be provided or services to be performed:

(1) Relative cost: How does the cost or fees compare to other similarly scored proposals?

(2) Full explanation: Is the price and its component charges, fees, etc., adequately explained or documented?

(3) Reasonableness and completeness of proposed budget: Are the administrative fees adequately documented and fair and reasonable?

**Pursuant to N.J.A.C. 5-34-4.3(c), and at the County's sole option, after proposals are received, but prior to the completion of the evaluation of proposals, vendors may be invited to provide clarification regarding their submission. The presentation, if any, shall address only those matters specified by the County. The presentation, if any, shall not be used for negotiation of the contract.**

**9.0 TERM & TERMINATION**

The term of the contract(s) that result from this CCRFP shall be for a period of three years: from 8/1/2026 to 7/31/29 with two (2) one-year options to renew. **The option(s) to renew shall be at the sole discretion of the County of Camden.**

The County may terminate the agreement for any reason upon thirty (30) days' written notice to the firm. In this event, the County shall only be responsible for payment up to the effective date of termination.

**10.0 PUBLIC DISCLOSURE**

Following selection of a firm, all proposals, properly identified proprietary information excepted, shall be subject to public scrutiny. Each firm submitting a proposal must therefore clearly designate any information it provides that it deems to be proprietary. Any such designation must be both reasonable and limited in scope. In any case, disclosure or non-disclosure of such information shall be subject to applicable state statutes.

**11.0 STATEMENT OF OWNERSHIP DISCLOSURE**

Chapter 33 of the Public Laws of 1977 (N.J.S.A. 52:25-24.2) and as amended, provides that no Corporation or partnership shall be awarded any County contract for the performance of any work or the furnishings of any materials or supplies, unless, prior to the receipt of the proposal or accompanying the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the Corporation or partnership who own ten percent or more of its stock or any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Accordingly, each proposal **must** be accompanied by a completed Ownership Statement in the form attached hereto as **Exhibit A. Failure to submit Statement of Ownership Disclosure prior to or with proposal shall be cause for immediate rejection.**

**PART II  
PROPOSAL REQUIREMENTS**

**FORMAT**

To ensure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Other Information
- H. MBE/WBE Tracking Information
- I. State Contractor Business Registration Program
- J. Statement of Allowable/Unallowable Expenses -
- K(2) Disclosure of Investment Activities in Iran and Certification of non-involvement in prohibited activities in Russia or Belarus - **must complete, sign, and return both forms prior to award of Contract**  
 Exhibit A, Statement of Ownership Disclosure - **must complete, sign, and return with CCRFP**  
 Exhibit B, Issuance of Addendum - **must complete, sign, and return with CCRFP**  
 Exhibit C – Lease - **must complete, sign, and return with CCRFP**

All sections are to be addressed and specifically referenced.  
The following explains what we expect in each of the major sections.

## **SECTION A - SCOPE OF SERVICES**

The County of Camden is requesting the following Temporary Homeless Shelter Operating Services for the Office of Camden County Community Development.

Vendor will be expected to:

- A. Create a welcoming environment.
- B. Conduct an intake for guests presenting for services:
  - Review diversionary options (i.e., friends and family) for guests requesting limited shelter beds.
  - Referral to Camden County Board of Social Services to mediate questions of Camden County residency at time of homelessness.
  - Mandatory referral to public support programs.
- C. Provide supervision and coverage by staff 24 hours per day during the term of agreement. Each staff member must be capable of associating with and providing supervision to the population served by the shelter and carrying out the following responsibilities:
  - Ensure that all guests are directed to services addressing their presenting need.
  - Ensure shelter guests comply with the Guest Rules and Responsibilities. The guest rules and responsibilities will be drafted between the selected vendor and the County after contract is awarded.
  - Interface with care management services to encourage guests to achieve the objectives and outcomes of their Housing Plans and the permanency of their housing placement.
  - Provide general oversight during mealtimes in the dining room.
  - Provide proper transition and discharge when concerns exist for the safety of the client, the well-being of other shelter guests, or issues of community interest; and
  - Register guests in the Homeless Management Information System (HMIS).

Staff members with group home or similar experience are preferred. Interns supervised by qualified paid staff may be used to enhance staffing requirements. Applicants should demonstrate their proposed staffing plan.

- D. Provide Case Management that includes case review and supervision sessions designed to assess the progress of shelter guests in meeting their Housing Plan objectives.
- E. Encourage and directly assist guests to seek appropriate sources of assistance identified in their intake as essential to

build or rebuild life skills, including but not limited to:

Assist in securing the necessary documentation to apply for and secure General Assistance (GA), Supplemental Security Income (SSI), Social Security Disability (SSD),

- Identify sources of services and provide a directed referral by contacting appropriate agencies and assisting guests to establish confirmed contact with the helping agency to prevent homelessness.

Assist to become candidates for shelter, care management, appropriate placement, and/or permanent housing placement, as their situation requires.

- F. Identify all human service needs and develop a comprehensive care plan for shelter guests that integrates and supports a Housing Plan developed by the shelter team. Provide oversight for the implementation of the care plan by making directed referrals, monitoring compliance, and assessing outcomes.
- G. Develop and administer a Shelter guest satisfaction survey and process.
- H. Provide three meals a day to guests. The kitchen provided does not allow for full meal prep so an outside vendor would need to be secured and included in your program budget. A warming cabinet will be provided.
- I. Achieve the following guest outcomes:  
50% of shelter guests who stayed longer than seven (7) days and arrived without the ID papers to sign a lease will be discharged having secured the necessary documents to sign their own lease.
- J. 60% of shelter guests who stayed longer than seven (7) days and arrived without income will be discharged with employment income, public support (UI, GA, SSI, SSD, etc.), or will have the Assist shelter guests at the shelter to transition to temporary and permanent housing.
- K. Work collaboratively with the County Housing Navigator to identify housing units and maintain relationships with landlords.
- L. Establish and maintain a service relationship with neighborhood-based services and linkages to interdisciplinary services available from other community sources to help

clients move forward in their housing plan. These linkages should include but not be limited to:

- Primary medical care
- Behavioral or mental health care
- Independent living skills training
- Employment services
- Financial literacy and asset building training
- Assistance registering for public benefits and entitlements
- Educational services
- Supplemental Nutrition Assistance Program (SNAP), and other public support programs, if eligible.

These extra services are not being paid for by the County

- M. Invite other social service agencies to share space and provide direct services utilizing program space provided at the shelter.
- N. Achieve the following client outcomes:  
65% of all discharged “housing ready” shelter guests will move to stable housing.

#### Additional Alternative Programs:

- O. Create a Work Now program for those guests who are work-ready and housing ready. This may be completed by a sub-contractor, who must be named in the proposal.
- P. Provide care management for those under Medical Respite. This may be provided by a sub-contractor who must be named in the proposal.

The vendor is responsible for background checks, insurance and any other routine shelter services that are not already included here. All such services should be included in your proposal and considered when determining your per diem rate.

**The vendor shall provide a ramp up plan within their scope. This plan will include the number of guests they can service from each target population within the first three months and then each quarter thereafter for the initial three-year period with the expectation that the shelter is fully operational no later than 24 months.**

**The vendor will need to get the shelter approved by the State Department of Community Affairs as a shelter. The Office of Community Development will work with the vendor to achieve this.**

The Vendor must commit to work in close collaboration with all shelters in Camden County including each of the County owned shelters: The Supportive Housing in Lakeland and the Multi-Agency Center in Camden, both of which will become operational during the term of this proposed contract.

## **SECTION B - RESUME**

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address, email address, and telephone number of the contact person.
6. Include a statement that your firm will comply with the insurance coverage requirements as set forth in Part I, Section 5 of this CCRFP.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

## **SECTION C - FACILITIES**

This section should address areas as outlined:

1. **OFFICE LOCATIONS**
  - a. For your firm's facilities which are located closest to Camden County, New Jersey, provide:
    1. The location.
    2. Firm personnel assigned to this location.

3. The activities of the firm performed at this location.
- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

#### **SECTION D - CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

#### **SECTION E - FEES**

This section should address:

1. The vendor must propose a per client, per diem rate.
2. The County cannot reimburse for any duplicated services that are reimbursed by another source.
3. Provide total annual cost of services to be provided.
4. Include a full staffing plan for the 24/7 shelter. This should be in the scope section. The role of sub-contracts should be defined.
5. The budget should account for the staffing needs and changes during the ramp up period as defined by the vendor.
6. The vendor must work to attain a reimbursable rate with the NJ Department of Family Development (DFD) to offset costs of the shelter operations. Vendor should include an estimate of the revenue that may be generated from DFD. The County recognizes that the number will not be guaranteed until approved by DFD.

Vendors can use any budget format they prefer. In addition, the budget submitted must include costs for both Alternate Programs as stated in the Scope of Services section: Work Now program and Medical Respite Care Management.

**Vendors must provide a complete three-year budget and a budget for the two one-year options or proposals will be deemed incomplete and cannot be considered.**

Please note: the estimated reimbursement rate for the NJ Dept of Family Development is solely determined by NJDFD after the shelter is licensed by NJDCA. The rate is based on several factors that includes the amount of services provided at the shelter and all associated costs. Currently, shelters in Camden County have reimbursement rates that range from \$46 to \$78 per client per day.

**Fees and expenses cannot be negotiated, pursuant to this method of procurement, see: N.J.S.A. 40A:11-4.1 et seq.**

## **SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT**

The Office of County Counsel will supply the form of contract which will incorporate the terms and conditions of the within document and the successful proposer's fees and costs. Proposer may not vary the material terms of this document when submitting a proposal or include its own version of a contract with its proposal.

Amendment of contract with the successful vendor may only be made pursuant to applicable law governing competitive contracting request for proposals. See also, Section 7.9.

## **SECTION G - OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in this document and found necessary by your firm.

**VENDORS ARE REQUIRED TO USE THE COUNTY'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS CCRFP. FAILURE TO USE THE COUNTY FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE COUNTY FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE COUNTY PDF TO A WORD DOCUMENT, SHALL BE CAUSE FOR REJECTION OF VENDOR'S PROPOSAL**

**Important Note:** Please complete the following sections and return them along with your response to this CCRFP.

**SECTION H - MBE/WBE TRACKING INFORMATION**

Definitions:

A **Minority Business Enterprise (MBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives."

A **Women Business Enterprise (WBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

\_\_\_            **Minority Business Enterprise (MBE)**

\_\_\_            **Women Business Enterprise (WBE)**

\_\_\_            **Neither**

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** - \_\_\_\_\_

## **SECTION I – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Pursuant to N.J.S.A. 52:32-44, Camden County is prohibited from entering 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 Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another 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 Contracting Agency 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 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 in 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 [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).


Before final payment is made under the contract, the contractor shall submit to the Contracting Agency 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 provided under a contract with a contracting agency.

**The County strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids, CCRFP's or RFP's.**

**SAMPLES OF BUSINESS REGISTRATION CERTIFICATIONS**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252</small>
<b>TAXPAYER NAME:</b> TAX REGISTRATION TEST ACCOUNT	<b>TRADE NAME:</b> CLIENT REGISTRATION	
<b>TAXPAYER IDENTIFICATION#:</b> 970-097-382/500	<b>SEQUENCE NUMBER:</b> 0107330	
<b>ADDRESS:</b> 847 ROEBLING AVE TRENTON NJ 08611	<b>ISSUANCE DATE:</b> 07/14/04	
<b>EFFECTIVE DATE:</b> 01/01/01		
<b>FORM-BRC(08-01)</b>	<small>Acting Director</small>	
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

	<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>
<b>Taxpayer Name:</b>	TAX REG TEST ACCOUNT
<b>Trade Name:</b>	
<b>Address:</b>	847 ROEBLING AVE TRENTON, NJ 08611
<b>Certificate Number:</b>	1093907
<b>Date of Issuance:</b>	October 14, 2004
<b>For Office Use Only:</b>	
	20041014112823533

**SECTION J**  
**Camden County**  
**Exhibit of Allowable & Unallowable expenses**

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County.

The Following is an example of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	x		
Alcoholic Beverages		x	
Bad Debts		x	
Banking Fees	x		Note 1
Car Allowance		x	
Communications	x		Note 2
Donations		x	
Employee Morale	x		Note 3
Entertainment Costs		x	
Fines/Penalties		x	
Good or Services for personal use		x	
Meetings & Conferences (In House)	x		Note 4
Membership	x		Note 5
Participant Incentives	x		Note 6
Participant support costs.	x		Note 7
Staff Meals		x	
Taxes	x		Note 8
Transportation	x		
Travel	x		Note 9

**Note 1 –** The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

**Note 2 -** Proper documentation must be kept determining program usage.

**Note 3 -** Examples of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

**Note 4** – Cost associated with meetings and conferences hosted by the Sub-recipient are allowable with the following condition: Costs for meals must receive pre-approval as well as facility costs. Attendance of out-of-state conferences must have pre-approval.

**Note 5** – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

**Note 6** – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowed if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county's gift card policy attached to and made a part hereof.

**Note 7** – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

**Note 8** - Taxes for which exemptions are available are unallowable, for example sales tax for nonprofit organizations.

**Note 9** – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out-of-state travel costs must be pre-approved by the granting agency. Lodging, meals, and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

### **Camden County Gift Card Policy & Procedure**

1. Purchase gift cards as needed.
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Retain receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach a copy of the gift card to the receipt.
6. Maintain original receipts and send copies with reimbursement request.
7. Service or activation fees for gift cards are unallowable.

**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 ensure 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:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. 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](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 **N.J.A.C. 17:27-1.1 et seq.**

## **AMERICANS WITH DISABILITIES ACT**

### **Mandatory Language**

#### Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination based on 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 County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. If 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 County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against 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 all charges for legal services and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In all complaints brought pursuant to the County'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 County or if the County 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 County 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 County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County 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.

**SECTION K - Disclosure of Investment Activities in Iran**

<b>Person or Entity:</b>	
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**Part 1: Certification**

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or 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 N.J. Division of Purchase and Property website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](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 may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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.

**CHECK THE APPROPRIATE BOX:**

<input type="checkbox"/>	I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is <u>listed</u> 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 above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.
--------------------------	--

**OR**

<input type="checkbox"/>	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 sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.
--------------------------	--

**Part 2 – Additional Information**

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 on additional sheets provided by you.

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**Part 3: Certification**

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 thereby 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, 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 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:	



**EXHIBIT A  
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 Competitive Contracting RFP submissions. Failure to submit the required information will be 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 for Individuals

**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 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 for Individuals List Business Address if Entity owns 10% or more

**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 **Camden County** 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 **Camden County** to notify **Camden County** 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 **Camden County** permitting **Camden County** to declare any contract(s) resulting from this certification void and unenforceable.

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

**EXHIBIT B**

**COUNTY OF CAMDEN  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA  
PROPOSER REQUIRED TO COMPLETE AND RETURN FORM REGARDLESS  
OF WHETHER ADDENDA WAS ISSUED.  
FAILURE TO COMPLETE AND RETURN FORM IS A FATAL DEFECT WHICH  
CANNOT BE CURED AND THE PROPOSAL WILL BE REJECTED.**

**A.** Bidder/Proposer hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Initial</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OR:**

**B.** Bidder/Proposer acknowledges to the best of his/her knowledge no addendum has been issued by the County: \_\_\_\_\_ Dated \_\_\_\_\_ Initial \_\_\_\_\_

**Bidder is required to complete, sign, and submit form with bid regardless of whether addenda were issued. Failure to complete and return form is a fatal defect which cannot be cured, and bid will be rejected. See: N.J.S.A. 40A:11-23.2**

By: \_\_\_\_\_  
(Print or Type Name of Authorized Individual)

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

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

## EXHIBIT C - LEASE

### **Article 1. Term of Lease**

- 1.1 This Lease shall run concurrent with any award made through this CCRFP.

### **Article 2. Use of Premises**

2.1 Tenant shall have the right to access and use of Premises which are named and identified on the Tax Map of the Township of Gloucester as follows: 508 Lakeland Road and known as Gloucester Township, New Jersey.

2.2 Tenant will be responsible for maintaining the leased land during the term of the lease agreement. The Lessor shall give possession of the Premises to the Lessee for the Term. The Lessee shall use the Premises for no other purpose than Operation of Emergency Shelter (the "Intended Use"). The Lessee shall take possession of and use the Premises for the Intended Use. The Lessee shall not allow the Premises to be used for any unlawful or hazardous purpose. If required, the Lessee shall procure the necessary certificate of occupancy (the "C.O.") permitting the Lessee to use the Premises for the Intended Use. The Lessee shall not use the Premises in any manner that results in (1) an increase in the rate of fire and/or liability insurance or (2) cancellation of a fire or liability insurance policy covering the Premises. The Lessee shall comply with all requirements of insurance companies insuring the Premises. The Lessee shall not abandon the Premises during the Term or permit it to become vacant for extended periods.

2.3 Tenant shall comply with the provisions of N.J.S.A. 40A:11-1 et seq. (Local Public Contracts Law) and all applicable laws and regulations regarding any sublease of the Premises contemplated by the parties pursuant to the terms of this lease.

### **Article 3. Rent, Taxes and Utilities**

3.1 Commencing on or about August 1, 2026, and continuing through and including July 30, 2029, the annual rent for the Premises shall be ONE (\$1.00) DOLLAR.

3.2 It is hereby acknowledged that Lessee, shall not give to the Lessor a security deposit covering the rental of the Premises.

3.3 Tenant covenants and agrees to pay any charges or assessments imposed upon the Premises by any governmental authority resulting from the use of the Premises during the term of the lease agreement. Where applicable, Tenant agrees to pay all costs relating to planning and/or zoning approvals and construction permitting in connection with the use of the Premises. Any such

changes to Premises must be approved by the landlord prior to any applications for permits.

3.4 Landlord will be responsible for utility costs including water, sewer, electric and gas. Tenant is responsible for telephone, internet and cable fees and costs.

#### **Article 4. Maintenance, Management and Operation**

4.1 Tenant shall, at its own cost and expense, be responsible for the daily operation of the Premises. The Tenant is responsible for custodial services and routine maintenance services, such as changing light bulbs, clogged sinks in guest areas, replacing ceiling tiles in common areas, etc. The Tenant is responsible for extermination services. Tenant is responsible for security costs.

4.2 Tenant shall, at its own cost and expense, properly monitor the Premises and keep the same in neat, clean, safe, and orderly condition. Tenant will also be responsible for damage to the property including but not limited to wall repair, painting, and normal wear and tear. Tenant is responsible for replacing damaged furniture or equipment.

4.3 Landlord shall maintain landscaping, replace HVAC filters in all areas, shall provide all trash removal of dumpsters only, and as required shall provide snow removal services to the Premises. All lighting currently existing shall be maintained at Landlord's expense unless damaged by tenant or guests. Landlord is responsible for all life safety systems including fire safety / suppression systems including inspection and repairs. This includes fire extinguishers. The landlord is responsible for the roof. The landlord is responsible for the mechanical systems such as HVAC.

**The County will be responsible for maintaining and controlling the camera system. It is possible for the vendor to have view only access to the camera system.**

4.4 The Landlord will be responsible for replacing existing appliances if they begin to fail unless the failure is due to negligence or damage.

4.5 The Landlord will provide a telephone system. Any international calls or overages or billable services that result in additional charges to the County will be billed back to the tenant. in phone use will be billed to the tenant.

4.6 Tenant is responsible to provide their own internet access and cable television at their own expense. The Tenant will provide all necessary computers for their staff as well as computers for the computer lounges in the common areas. The Tenant will provide their own Wi-Fi access points for any guest or tenant employee network.

4.7 The Landlord has installed cabling infrastructure for a computer network that may be used by the Tenant; however, hardware owned or operated by the Tenant is not permitted to be on, accessible, or connected to the same network as the County's systems (hardware or software). The County will not provide network or computer hardware. All equipment must be purchased, installed, maintained, and supported by the Tenant.

**Article 5. Indemnity and Insurance**

5.1 Tenant shall provide the insurance coverages as stated in the Insurance Section at Pages 3 &4.

**Article 6. Termination**

6.1 Landlord shall have the right to terminate this Lease if Tenant should default in the performance of any covenant, condition, or agreement in this Lease. Landlord, in addition to all other rights and remedies Landlord may have, shall then have the right, upon thirty (30) days' notice to Tenant, to declare the Lease terminated and the term ended. Tenant shall thereupon vacate and surrender the Premises. Landlord shall also have the right to bring a proceeding to recover possession from Tenant holding over and/or re-enter the Premises either by force or otherwise or dispossess by summary proceeding or otherwise.

**Article 7. Landlord's Right of Entry**

7.1 Tenant covenants and agrees that Landlord or its agents shall have the right to enter the Premises, at any time for the purpose of maintaining the Premises, examining, or inspecting the Premises, or in case of emergency.

**Article 8. Assignment and Subletting**

8.1 Tenant shall not assign this Lease or any interest herein. Tenant shall not sublet the Premises or any part thereof, without prior written consent of Landlord. Any assignment or subletting without the prior written consent of Landlord shall be void and, at the option of the Landlord, shall terminate this Lease.

**Article 9. Miscellaneous**

9.1 All notices required or permitted by this Lease or by law to be served or given shall be in writing and shall be deemed duly served and given when personally delivered or when deposited in the United States mail, first-class postage prepaid addressed as follows:

If to Tenant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to Landlord:

The County of Camden  
Office of County Counsel  
520 Market Street  
City Hall, 6<sup>th</sup> Floor  
Camden, New Jersey 08102

9.2 This Lease and all matters relating to this Lease shall be governed and constructed in accordance with the laws of the State of New Jersey.

9.3 Landlord shall not become or be deemed a partner or joint venture with Tenant.

9.4 This Lease shall be binding on and shall ensure to the benefit of the Successors and assigns of the parties hereto. Nothing in this section shall be construed as consent by Landlord to an assignment of this Lease or any interest herein.

9.5 Should any provisions of this Lease be held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Lease shall remain in full force and effect.

9.6 This section and any other headings contained in this Lease are for reference purposes only and shall not affect the meaning or interpretation of this Lease.

**SIGNATURE PAGE AFFIXED HERETO**

LANDLORD AND TENANT hereby acknowledge their intent to fully execute this Lease for said Premises. LESSOR and LESSEE hereby agree to the terms of this Lease by the execution hereof.

ATTEST:

COUNTY OF CAMDEN-LANDLORD

\_\_\_\_\_  
KARYN GILMORE, Clerk  
Board of Commissioners

By:\_\_\_\_\_  
ROSS G. ANGILELLA  
COUNTY ADMINISTRATOR

ATTEST:

OPERATOR-TENANT

\_\_\_\_\_

By:\_\_\_\_\_  
Name:  
Title: