

BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY

Bid Package for sale of
Plenary Retail Distribution License

Issued: June 10, 2021

Submissions due: July 7, 2021 by 10:00am

Announcement of Qualified Bidders: July 14, 2021 at 10:00am

Bid Opening: July 21, 2021 at 10:00am

**BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY**

**NOTICE TO BIDDERS
FOR PLENARY RETAIL DISTRIBUTION LICENSE**

NOTICE IS HEREBY GIVEN that by Resolution R-115-2021, the Borough of North Caldwell has authorized the issuance of one (1) Plenary Retail Distribution License for the sale of alcoholic beverages. The Borough of North Caldwell will conduct a Public Sale by accepting sealed bids for the sale of one (1) Plenary Retail Distribution License. Prospective bidders must prequalify and only the bids of qualified bidders will be opened. To prequalify, a prospective bidder must, on or before 10:00am on July 7, 2021 submit the following to the Borough Clerk at 141 Gould Avenue, North Caldwell, New Jersey:

1. A full and completed twelve (12) page Division of Alcoholic Beverage Control Retail Liquor License Application form; and
2. A separate Certification of Proof of Compliance by the applicant that it meets all conditions or requirements contained in this Resolution and knows of no reason why he/she would be disqualified from having an interest in a Retail Liquor License in New Jersey under the standards set forth in the Alcoholic Beverage Control Act and the rules and regulations promulgated thereunder; and
3. Proof of financial ability to undertake the purchase of the license and contemplated project/premises.
4. A remittance of a deposit by certified check in the amount of \$35,000.00 made payable to "Borough of North Caldwell".
5. A **SEPARATE SEALED** envelope containing the bid, the outside of which shall state "2021 Plenary Retail Distribution Liquor License Bid" and the name of the bidder.

Interested bidders may obtain copies of the forms necessary to qualify to be a bidder from the Borough Clerk of the Borough of North Caldwell.

Borough Hall is closed to the public due to the COVID-19 pandemic and therefore, sealed bids shall be submitted before 10:00am on July 7, 2021 to the Borough Clerk via certified mail or overnight delivery, placed in the Municipal Payments/Deliveries repository in front of Borough Hall, or, alternatively, Bidders are directed to deliver bids to Borough Hall by appointment. Bidders should call Borough Hall, (973) 228-6410, during regular business hours (8:30am – 4:30pm) to schedule a delivery of their bid package.

On July 14, 2021, at 10:00 a.m. the Borough Clerk shall publicly announce those prospective bidders who have pre-qualified for bidding in compliance with the Alcoholic Beverage Control Act and the rules and regulations promulgated thereunder, N.J.S.A. 33:1-1 et seq. and N.J.A.C. 13:2-1.1 et seq., Borough ordinances, the conditions set forth in the published notices, and other applicable law. A list of such pre-qualified bidders shall be announced via tele/video conference as follows:

- Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1486916103>
- Or iPhone one-tap: +1(773)2319226,,1486916103#
- Or Telephone: +1(773)2319226 Meeting ID: 148 691 6103

A list of such prequalified bidders shall also be posted on the public announcements bulletin board in the Municipal Building and on the Borough website (<https://www.northcaldwell.org/purchasing>) under the "Purchasing" tab in order to ensure that bidders, interested parties and members of the general public are afforded an opportunity to review said bids.

Sealed bids of the prequalified bidders will be opened on July 21, 2021 at 10:00am. Immediately after opening the sealed bids of the prequalified bidders, the Borough Clerk shall publicly announce the amount of each bid received and the name of each bidder. In light of the ongoing Coronavirus Public Health Emergency and the social distancing restrictions enacted by the state of New Jersey in relation to public gatherings, bidders, interested parties and members of the general public will not be permitted to physically attend the unsealing of bids in-person. In order to ensure that bidders, interested parties, and members of the general public who wish to view/attend the live opening of bids on July 21, 2021 at 10:00 a.m., prevailing time, are able to do so, the Borough of North Caldwell will broadcast the unsealing of said bids, in real time, via online livestreaming technology as follows:

- Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1474903621>
- Or iPhone one-tap: +1(773)2319226,,1474903621#
- Or Telephone: +1(773)2319226 Meeting ID: 147 490 3621

The ultimate issuance of the license shall be subject to each of the following:

1. Payment of the balance of the bid by certified check made payable to "Borough of North Caldwell" within five (5) days of the date that the Resolution of the Borough Council making the award is adopted. Failure to make timely payment of the balance shall, at the option of the Borough, result in voiding the license award and forfeiture of the successful bidder's deposit whereupon the Borough may award the license to the remaining highest qualified bidder or determine to take no action;
2. Payment of the State License Application Fee;
3. Payment of the Annual Municipal Retail License Fee;
4. Satisfactory outcome of further municipal background checks to investigate the source of funds used to purchase the license;
5. Receipt of favorable State and/or Federal criminal background checks; and
6. Compliance with the publication, hearing, and Resolution requirements under N.J.A.C. 13:2-2.1, *et. seq.*

The deposit(s) of all unsuccessful bidder(s) shall be returned within ten (10) days of the date of the award. The Borough reserves the right to reject all bids where the highest qualified bid is not accepted. The sale may be postponed or canceled at any time prior to the opening of the bids.

Applicants shall also comply with all other provisions of N.J.A.C. 13:2-2.1, *et. seq.*, including, but not limited to, publication of notice of application. If no new license shall have been issued pursuant to this Resolution by October 13, 2021, no new license shall thereafter be issued without further Resolution of the Mayor and Borough Council, determining to issue a new license.

Failure of the bidder, within five (5) days after acceptance of his bid, to deliver to the Borough in cash or certified check the balance of the amount bid, will result in the bid being null and void and the Borough retaining the ten percent (10%) deposit.

Tami Michelotti, RMC
Borough Clerk

**BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY**

PLENARY RETAIL DISTRIBUTION LICENSE

Anticipated Timeline

1. **May 11, 2021** – Borough Council adopted Resolution R-115-2021 Authorizing Sale
2. **June 10, 2021 and June 17, 2021** – Newspaper advertisement
3. **July 7, 2021 at 10:00 a.m.** – Submissions due to Borough Clerk's office
4. **July 14, 2021 at 10:00a.m.** – Borough Clerk announces qualified bidders
5. **July 21, 2021 at 10:00a.m.** – Bids of qualified bidders to be opened
6. **August 17, 2021** - Resolution awarding the bid subject to background check (or rejecting all bids)
7. **August 18, 2021** - Background check process begins
8. **September 2021** (date tbd) – License issuance

RESOLUTION

R-115-2021

BOROUGH OF NORTH CALDWELL, ESSEX COUNTY, NEW JERSEY

**TITLE: A RESOLUTION AUTHORIZING THE ISSUANCE OF ONE NEW
PLENARY RETAIL DISTRIBUTION LICENSE WITHIN THE BOROUGH OF
NORTH CALDWELL PURSUANT TO THE PUBLIC BID OPTION PURSUANT
TO N.J.S.A. 33:1-19.3**

WHEREAS, Chapter 23 (Alcoholic Beverage Control), Article 1 (Licensing, Fees & Maximum Number), of the Borough of North Caldwell Code permits the issuance of liquor licenses in the Borough of North Caldwell (hereinafter "the Borough"); and

WHEREAS, there may be issued at least one (1) Plenary Retail Distribution License in the Borough of North Caldwell pursuant to N.J.S.A. 33:1-12.14; and

WHEREAS, the Mayor and Borough Council have determined to permit the issuance of one (1) Plenary Retail Distribution License under the "Public Bid Option," pursuant to N.J.S.A. 33:1-19.3, to the highest qualified bidder; and

WHEREAS, N.J.S.A. 33:1-19 et seq. permits the Governing Body, by resolution, to prescribe qualifications for prospective bidders, to fix a minimum bid and to set conditions of the sale with the reservation of the right to reject all bids where the highest bid is not accepted; and

WHEREAS, it is in the interests of the Borough to permit the issuance of a Plenary Retail Distribution liquor license at this time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of North Caldwell, County of Essex, State of New Jersey as follows:

1. The Mayor and Council of the Borough of North Caldwell, pursuant to and in accordance with the authority conferred by N.J.S.A. 33:1-19.1 et seq., have determined to issue one (1) Plenary Retail Distribution License in accordance with the terms of the statute.

2. The following conditions shall apply to the award and issuance of the License:

a. The liquor license shall be used in conjunction with:

i. Sale of spirits, wines, package goods and snacks.

ii. Hours of operation: Monday-Saturday, 9:00am-10:00pm
Sunday, 10:00am-6:00pm.

b. The minimum bid which shall be considered is \$150,000.00.

c. Prospective bidders must prequalify and only the bids of qualified bidders will be opened.

- d. To prequalify, a prospective bidder must, on or before 10:00am on July 7, 2021 submit the following to the Borough Clerk at 141 Gould Avenue, North Caldwell, New Jersey:
- i. A full and completed twelve (12) page Division of Alcoholic Beverage Control Retail Liquor License Application form; and
 - ii. A separate Certification of Proof of Compliance by the applicant that it meets all conditions or requirements contained in this Resolution, including that the license will be used in conjunction with as indicated in 2(a), and knows of no reason why he/she would be disqualified from having an interest in a Retail Liquor License in New Jersey under the standards set forth in the Alcoholic Beverage Control Act and the rules and regulations promulgated thereunder; and
 - iii. Proof of financial ability to undertake the purchase of the license and contemplated project/premises.
 - iv. A remittance of a deposit by certified check in the amount of \$35,000.00 made payable to "Borough of North Caldwell".
 - v. A separate sealed envelope containing the bid amount, the outside of which shall state "2021 Plenary Retail Distribution Liquor License Bid" and the name of the bidder.
- e. On July 7, 2021, at 10:00 a.m., (at least seven days before bid opening) the Borough Clerk shall publicly announce those prospective bidders who have pre-qualified for bidding in compliance with the Alcoholic Beverage Control Act, and the rules and regulations promulgated thereunder, Borough ordinances, the conditions set forth in the published notices, and other applicable law. A list of such pre-qualified bidders shall be announced on (VENUE: RingCentral, Google, YouTube) and posted on the Borough website and Purchasing portal at: <https://www.northcaldwell.org/purchasing>.
- f. Borough Hall is closed to the public and therefore, sealed bids shall be submitted before 10:00am on July 7, 2021 to the Borough Clerk via certified mail or overnight delivery, placed in the Municipal Payments/Deliveries repository in front of Borough Hall, or, alternatively, Bidders are directed to deliver bids to Borough Hall by appointment. Bidders should call Borough Hall, (973) 228-6410, during regular business hours (8:30am - 4:30pm) to schedule a delivery of their bid package.
- g. At 10:00am on July 14, 2021, the Borough Clerk shall publicly announce those prospective bidders who have prequalified for bidding in compliance with the Alcoholic Beverage Control Act, and the rules and regulations promulgated thereunder, Borough ordinances, and the conditions set forth in the published notices, and other applicable laws. A list of such prequalified bidders shall

also be posted on the public announcements bulletin board in the Municipal Building and on the Borough website (<https://www.northcaldwell.org/purchasing>) under the "Purchasing" tab in order to ensure that bidders, interested parties and members of the general public are afforded an opportunity to review said bids.

- h. Sealed bids together with a completed and notarized non-collusion affidavit shall be received on or before 10:00am on July 21, 2021 at the Clerk's Office of the Borough of North Caldwell, 141 Gould Avenue, North Caldwell, New Jersey as directed in paragraph 2(e) of this resolution. The outside of the sealed envelope shall state:
 - i. "2021 Plenary Retail Distribution Liquor License Bid"; and
 - ii. The name of the bidder.

Immediately after opening the sealed bids of the prequalified bidders, the Borough Clerk shall publicly announce the amount of each bid received and the name of each bidder.

- i. In light of the ongoing Coronavirus Public Health Emergency and the social distancing restrictions enacted by the state of New Jersey in relation to public gatherings, bidders, interested parties and members of the general public will not be permitted to physically attend the unsealing of bids in-person. In order to ensure that bidders, interested parties, and members of the general public who wish to view/attend the live opening of bids on July 21, 2021 at 10:00 a.m., prevailing time, are able to do so, the Borough of North Caldwell will broadcast the unsealing of said bids, in real time, via online livestreaming technology, which the public can access through directions to be provided within the Notice to Bidders.
- j. The Borough Council shall, by written Resolution adopted at the next public meeting, or as soon as may be awarded, either award the license to the highest qualified bidder or reject all bids. If the award is made to the highest qualified bidder, the ultimate issuance of the license shall be subject to each of the following:
 - i. Payment of the balance of the bid by certified check made payable to "Borough of North Caldwell" within five (5) days of the date that the Resolution of the Borough Council making the award is adopted. Failure to make timely payment of the balance shall, at the option of the Borough, result in voiding the license award and forfeiture of the successful bidder's deposit whereupon the Borough may award the license to the remaining highest qualified bidder or determine to take no action;
 - ii. Payment of the State License Application Fee;

- iii. Payment of the Annual Municipal Retail License Fee;
- iv. Satisfactory outcome of further municipal background checks to investigate the source of funds used to purchase the license;
- v. Receipt of favorable State and/or Federal criminal background checks; and
- vi. Compliance with the publication, hearing, and Resolution requirements under N.J.A.C. 13:2-2.1, et. seq.

The deposit(s) of all unsuccessful bidder(s) shall be returned within ten (10) days of the date of the award.

- k. The Borough reserves the right to reject all bids where the highest qualified bid is not accepted.
- l. The sale may be postponed or canceled at any time prior to the opening of the bids.
- 3. Applicants shall also comply with all other provisions of N.J.A.C. 13:2-2.1, et. seq., including, but not limited to, publication of notice of application.
- 4. If no new license shall have been issued pursuant to this Resolution by October 13, 2021, no new license shall thereafter be issued without further Resolution of the Mayor and Borough Council, determining to issue a new license.
- 5. The Borough authorizes and directs the Mayor, Borough Clerk, and Borough Administrator to execute any and all necessary documents in order to implement the intent of this Resolution.
- 6. A certified copy of this Resolution shall be available in the office of the Borough Clerk for public inspection during business hours.
- 7. This Resolution shall take effect immediately upon passage and publication in accordance with law, if required.

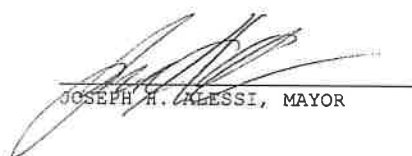
Moved By: Councilman Atlas

Seconded By: Council President Astorino

COUNCIL MEMBER	YES	NO	ABSTAIN	ABSENT	COUNCIL MEMBER	YES	NO	ABSTAIN	ABSENT
ASTORINO	X				KESSLER	X			
ATLAS	X				REES	X			
FLORIA-CALLORI	X				TILTON	X			

IT IS HEREBY CERTIFIED THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF NORTH CALDWELL AT A MEETING OF SAID COUNCIL HELD ON MAY 11, 2021.


TAMI MICHELOTTI, BOROUGH CLERK


JOSEPH H. ALESSI, MAYOR

**BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY**

PLENARY RETAIL DISTRIBUTION LICENSE

Questions and Clarifications – All questions concerning this notice or the bid specifications should be in writing and addressed to the Borough Clerk, Tami Michelotti, at (973) 228-6411. Questions must be submitted no later than three (3) business days, weekends and holidays excepted, prior to the scheduled opening date.

Bid Proposal Form – All information provided, including but not limited to the ABC Application and the bid submission page, must be written in ink or preferably machine-printed on the **provided forms**. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the Bid Package, attachment of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the Borough in accordance with applicable law. Any changes, whiteouts, strikeouts, etc. in the bid must be initialed in ink by the person signing the bid. Failure to include the provided forms shall result in rejection of the bid.

Each submission must give the full business address, business phone, fax, e-mail, the contact person of the bidder, and be signed by an authorized representative as follows:

- Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
- Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Bids by sole-proprietorship shall be signed by the proprietor.
- When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

Discrepancies in Bids – If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

Bidder Certification – Bidders must complete the Bidder Certification declaring and certifying that they have no conflicts of interest, that they have not offered or paid any gift, fee, commission, or compensation to any Municipal official or employee, and that the bidder understands and is in compliance with vendor contribution laws. Failure to include the Bidder Certification may result in rejection of the bid.

Specification Challenges and Addenda – The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Borough. The bidder accepts the obligation to become familiar with these specifications. Bidders are expected to examine the specifications and related bid documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the Municipal Clerk no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no impact on the Borough or the award of a license. In the event the bidder fails to notify the Owner of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid. No oral interpretation and or clarification of the meaning of the specifications will be made to any bidder. Such request shall be in writing, addressed to the Owner's representative stipulated in the specification. In order to be given consideration, a written request must be received at least three (3) business days prior to the date fixed for the opening of the bid for goods and services. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective bidders. All addenda so issued shall become part of the specification and bid documents and shall be acknowledged by the bidder in the bid by completing the Acknowledgement of Addenda form. The Borough's interpretations or corrections thereof shall be final. The Borough shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package. Bidders must include the Acknowledgment of Addenda form with their bids. Failure to submit the Acknowledgment of Addenda form shall result in rejection of the bid.

Statutory and Other Requirements – The following are additional requirements of this bid:

- 1. STATEMENT OF OWNERSHIP DISCLOSURE:** The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly- owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. Failure to submit a Statement of Ownership Disclosure shall result in rejection of the bid as it cannot be remedied after bids have been opened.
- 2. NON-COLLUSION AFFIDAVIT:** The enclosed Non-Collusion Affidavit shall be properly executed and submitted with the bid proposal.

Withdrawal of Bids – Sealed bids forwarded to the Borough before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid.

It is the bidder's responsibility to present bids to the Borough prior to or at the time and at the place designated. Bids may be hand delivered or mailed; however, the Borough disclaims any responsibility for bids forwarded by regular or overnight mail. Bids sent by mail or delivery service must be in a separate envelope inside the delivery envelope and the envelope marked as required above. Bids received after the designated time and date will be returned unopened.

All bids must be received by the North Caldwell Borough Clerk at the North Caldwell Municipal Building at 141 Gould Avenue, North Caldwell, NJ 07006 no later than the time and date listed above. The sealed envelope shall include the information noted above.

All responses shall be opened and announced publicly as indicated in the within timeline.

The Borough Council shall take action by Resolution to award the License to the highest qualified bidder or reject all bids. If award is made, the balance of the bid shall be paid within five (5) days by certified check, together with compliance with all prerequisites of the Resolution; otherwise, at the option of the Borough Council, the award may be voided and the successful bidder's deposit forfeited. The sale may be postponed or canceled at any time before opening the bids.

BOROUGH OF NORTH CALDWELL

BID PROPOSAL FORM

This page and the accompany check of \$35,000.00 to be submitted in a separately sealed envelope contained within the bid package. The envelope shall be marked with the Bidder's name and "Bid Proposal Form and Deposit Check for one Plenary Retail Distribution License."

**One Plenary Retail Distribution License
(Minimum Bid \$150,000.00)**

The undersigned proposes to purchase North Caldwell's available Plenary Retail Distribution License pursuant to the bid specification and made part hereof for the amount of:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title

Telephone Number

Fax Number

E-mail address

Date

**BOROUGH OF NORTH CALDWELL
BIDDER CERTIFICATION**

Direct/Indirect Interests

I declare and certify that no member of the Borough of North Caldwell Governing Body, nor any officer or employee or person whose salary is payable in whole or in part by the Borough of North Caldwell or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Governing Body member, employee, officer of the Borough has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the President of the firm or company.

I certify that I am not an official or employee of the Borough of North Caldwell.

President or Authorized Agent (Print)

Signature

Gifts, Gratuities, Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any Borough official, Governing Body member or employee of the Borough.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent (Print)

Signature

BOROUGH OF NORTH CALDWELL

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ **No addenda were received**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III

Disclosure of 10% or greater ownership in the greater ownership in the stockholders, partners or LLC members listed in Part II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV

Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** 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 **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

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

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

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

SS:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____, the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that Lumberton Borough relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in issuing a plenary retail distribution license.

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

Signature

(Type or print name of affiant)

Subscribed and sworn to
before me this day

_____, 20_

Notary public

My Commission expires _____

(Seal)

BID DOCUMENT CHECKLIST

Required	Submission Requirement
	Bid Proposal Form (in separate sealed envelope)
	Bid Deposit (in envelope with Bid Proposal Form)
	Bidder Certification
	Acknowledgement of Addenda
	Statement of Ownership Disclosure
	Non-Collusion Affidavit
	ABC Application
	Supporting Documents required in Public Notice

NOTE: This form does not need to be submitted.
It is provided for the bidder's use in assuring compliance with all required documentation.