

TOWNSHIP OF WYCKOFF

**LEGAL NOTICE**

NOTICE IS HEREBY GIVEN, that sealed bids for the below listed service will be received by the Township of Wyckoff, Bergen County, New Jersey on Wednesday, January 20, 2021 on or before 11:00 AM prevailing time in the second-floor court room in Memorial Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey. Bid submission is encouraged via certified mail or overnight delivery.

**MIDDLE SCHOOL CAMP**

Specifications may be obtained in the office of the Township Administrator, Room 106, Memorial Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey. All bidders must use and complete all forms and must comply with every requirement contained in the specifications.

Each proposal must be enclosed in a sealed envelope bearing the name and address of the bidder, must be addressed to the Township of Wyckoff and plainly marked, **BID FOR MIDDLE SCHOOL CAMP**. Each bidder is required to have obtained a Business Registration Act Certificate from the New Jersey Department of Treasury/Division of Revenue, 609-292-1730.

Bidders are required to comply with the requirements of NJSA 10:5-31 et. seq. and NJAC 17:27.

The Township Committee reserves the right to waive any technicalities in the bidding process in accordance with the law as may be deemed best for the interests of the Township of Wyckoff. The Township of Wyckoff also reserves the right not to consider any bids in accordance with the law. The contract, if awarded, shall be awarded to the lowest responsible bidder whose bid is responsive in all material aspects to the bid requirements.

Bidders shall not submit bids with qualifying conditions or provisions.

To view the live-streamed bid opening, please access the YouTube link which will be posted on the Wyckoff web site's home page at [www.wyckoff-nj.com](http://www.wyckoff-nj.com) as a "NEWS" item immediately prior to the commencement of the meeting at approximately, 10:55 AM on Wednesday, January 20, 2021.

To be notified of all future live streamed bid opening, please create a YouTube account and subscribe to our YouTube channel, "Township of Wyckoff"

These measures are implemented to allow vendors and members of the public to observe the bid opening via live streaming.

Due to the Covid-19 Public Health Emergency, vendors and members of the public will not have access to Town Hall.

Nancy A. Brown  
Acting Municipal Clerk

**SECTION III**  
**BID PROPOSAL**

The undersigned, having read the Notice to Bidders, Instruction and Requirements and the Technical Specifications and having familiarized themselves with the Township of Wyckoff agree to provide and conduct a Summer Middle School Camp in accordance with the Township of Wyckoff specifications including compliance with the criminal background check requirement.

THE UNDERSIGNED BIDDER HEREBY REPRESENTS TO THE TOWNSHIP OF WYCKOFF THAT HE HAS NOT DISCUSSED, COMPARED OR DISCLOSED HIS BID WITH ANY, OR TO ANY OTHER BIDDER AND THAT THIS BID IS NOT IN ANY WAY DIRECTLY OR INDIRECTLY THE RESULT OF ANY FRAUD OR COLLUSION.

**BID PROPOSAL**

- A. I shall provide/conduct/operate for the Township of Wyckoff a Summer Middle School Camp on the weeks provided as per the specifications and pay the Township the amount below to conduct Summer Middle School Camp on the weeks specified:

**2021 Per Student Camper**

\$ 115<sup>00</sup>/<sub>100</sub>  
Price in Numbers

one hundred fifteen dollars.  
Price in Words

**2022 Per Student Camper**

\$ 115<sup>00</sup>/<sub>100</sub>  
Price in Numbers

one hundred fifteen dollars.  
Price in Words

A minimum of \$25 per student camper is required to be paid to the Township of Wyckoff for the use of facilities for each camp week.

List any discounts provided:

- a. More than one (1) family member  
b. Wyckoff Residents

\$ N/A

\$ N/A

Bidder Tax ID#: 22-201-1431

Any exceptions to the specifications taken?  YES  NO

If YES, have you attached them to your bid proposal?  YES  NO

I agree to two (2) twelve (12) month period extensions as described in the specifications if awarded by the Township Committee. Please check.  
 YES  NO

Respectfully submitted,

Wyckoff Family YMCA  
Name of Corporation or Partnership

691 Wyckoff Ave, Wyckoff NJ 07481  
Address

joyce@wyckoffymca.org  
Email address

201-376-5654  
24/7 Telephone number

201-891-3519  
Fax number

Joyce K. Vottero - Executive Director  
Print Name and Title

Joyce K Vottero  
Signature

**SECTION III**  
**BID PROPOSAL**  
**(When Bidder is a Corporation)**

**CORPORATE RESOLUTION**

BE IT RESOLVED, that the Secretary of this Corporation is hereby authorized and empowered to execute, acknowledge and deliver such documentation, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of submitting a bid to the TOWNSHIP OF WYCKOFF in accordance with bid specifications for:

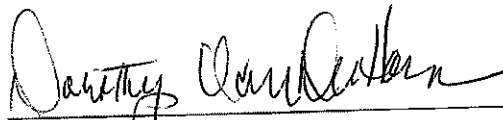
**MIDDLE SCHOOL CAMP**

I, SECRETARY of  
Wyckoff Family YMCA

A  
CORPORATION of the State of  
New Jersey

, hereby  
Certify that the foregoing is a true copy of a Resolution as it appears in the records of the Corporation and as was Duly and legally adopted at a meeting of the Board of Directors of the Corporation called for that purpose and Held on Jan 31 2019, pursuant to and in accordance with the Certificate of Incorporation and by-laws thereof; that is has been not modified, amended or rescinded and is in full force and effect as to the date hereof.

Dated: Jan-12, 2021

  
\_\_\_\_\_  
Signature of SECRETARY

**SECTION III**  
**BID PROPOSAL**  
**(When Bidder is an entity other than a Corporation)**

**CERTIFICATION WHEN A BIDDER IS OTHER THAN A CORPORATION**

State of \_\_\_\_\_

County of \_\_\_\_\_

I,

NOTA

(Print NAME)

Certify that I am the

(State TITLE)

Of the business entity submitting this bid/proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the bid/proposal on behalf of the business entity; and that all of the declarations and statements contained in the bid/proposal document are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date)

NOTARY:

Subscribed and sworn to before me

AT \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)  
Commission Expires: \_\_\_\_\_

**TOWNSHIP OF WYCKOFF  
BID SUBMISSION CHECK LIST**

This check list is provided to assist bidders with submitting a bid which includes the items required for a bid to be responsive to the bid specifications. If a bidder fails to include any of these requirements in their submitted bid, the bid is non-responsive to the bid specification and cannot be considered for a contract award.

The Township of Wyckoff **requires** the following documents to be included with a vendor's bid for this type of non-construction procurement

	A bid guarantee as required by N.J.S.A. 40A:11-21	
	A certificate from a surety company, pursuant to N.J.S.A. 40A: 11-22	
X	A statement of ownership of business entity, pursuant to N.J.S.A. 52:25-24.2	
X	If applicable, bidder's acknowledgment of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document.	
X	Bidder's affidavit that the bid price was determined independently.	
X	Non-Collusion Affidavit.	
X	Bid proposal page with prices stated, signed.	
X	If the bidder is a corporation, bidder shall provide a completed corporate resolution certifying the person signing the bid has the authority to sign for the corporation submitting the bid.	
X	If the bidder is an entity other than a Corporation, then certification of same shall be signed.	
X	Completed camp history and reference questionnaire.	
X	Certification of Disclosure of investment activities in Iran.	

## Wyckoff Family YMCA



**We build strong kids,  
strong families, strong communities.**

All Recreational Instruction Camps the bidder provided/conducted/operated in the past three (3) years – 2014 through 2016:

### 1. Summers of 2001 through 2020

#### Wyckoff Recreation Middle School Camp

Contracted by: Township of Wyckoff  
Scott Plaza  
Wyckoff, NJ 07481  
01-891-7000

Contact Person: Tammy D'Angelo  
862-377-9175  
[tammyd@wyckoffymca.org](mailto:tammyd@wyckoffymca.org)

Camp Duration: 6 weeks in July-August  
9:00am – 1:00pm  
5 days per week

Provided age-appropriate sports, crafts, fitness, leadership and team building activities.

Conducted weekly off-site trips to local sites.

Conducted weekly off-site trip to Wyckoff Family YMCA swimming facility with lunch provided.

### 2. Summers of 2008 through 2020

#### Franklin Lakes Recreation Summer Camp

Contracted by: Borough of Franklin Lakes  
DeKorte Drive  
Franklin Lakes, NJ 07417  
201-847-

Contact Person: Tammy D'Angelo  
862-377-9175  
[tammyd@wyckoffymca.org](mailto:tammyd@wyckoffymca.org)

Camp Duration: 6 weeks in July-August  
9:00am – 1:00pm  
5 days per week

Provided age-appropriate sports, crafts, fitness, leadership and team building activities.

Grades 5-8 - Conducted weekly off-site trips to local sites

Conducted weekly off-site trip to Wyckoff Family YMCA swimming facility with lunch provided.

Grades K-4 - Provided weekly on-site entertainment performance

### 3. Summers of 1943 through 2019

#### Wyckoff Family YMCA Camp Wydaca

Self-provided camp

Contact Person: Chris Pillari, Camp Director  
201-891-2081 Ext. 135  
[chrisp@wyckoffymca.org](mailto:chrisp@wyckoffymca.org)

Camp Duration: 10/11 weeks in June through August  
9:00am – 4:00pm  
5 days per week

Provide age-appropriate sports, crafts, fitness, leadership and team building activities.

Conduct bi-weekly off-site trips to local sites.

Provide instructional and free swim opportunities daily at the Wyckoff Family YMCA swimming facility.

Provide special events and activities daily



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** WYCKOFF FAMILY YMCA  
**Trade Name:**  
**Address:** 691 WYCKOFF AVE  
WYCKOFF, NJ 07481-1524  
**Certificate Number:** 0421039  
**Date of Issuance:** October 19, 2004

**For Office Use Only:**  
20041019113250642



NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

ss:

COUNTY OF

I Joyce K. Vottero

of the City of Wyckoff

in the County of Bergen

and the State of New Jersey

of full age, being duly sworn according to law on my oath depose and say that:

I am Executive Director  
Of  
The  
firm of Wyckoff Family YMCA

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Wyckoff relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

Wyckoff Family YMCA (N.J.S.A. 52:34-15)  
(Name of Contractor)

Joyce K. Vottero - Executive Director  
(Also type or print name of affiant under signature)

Subscribed and sworn to before me this

Day of 13 2021.

Mary Elizabeth McGuire  
Notary Public of

MARYELIZABETH MCGUIRE  
NOTARY PUBLIC  
My commission expires NEW JERSEY  
MY COMMISSION EXPIRES MARCH 13, 2023

STATEMENT OF OWNERSHIP DISCLOSURE Page 1 of 2  
 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 shall render the bid proposal unresponsive and it will not be considered for an award.

Name of Organization: Wyckoff Family YMCA

Organization Address: 691 Wyckoff Ave, Wyckoff NJ 07481

**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 in the below format if more space is needed):

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

STATEMENT OF OWNERSHIP DISCLOSURE

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 in the below format 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 non-corporate 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 in the below format 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 Township of Wyckoff 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 Township of Wyckoff to notify the Township of Wyckoff, Municipal Administrator, 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 Township of Wyckoff to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Joyce K. Vottero	Title:	Executive Director
Signature:	<i>Joyce K. Vottero</i>	Date:	1/13/2021

**ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS**  
**TOWNSHIP OF WYCKOFF**

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned bidder hereby acknowledges receipt of the following notices, revision, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of this notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick up, etc.)	Date Received

**Acknowledgment by Bidder:**

Name of Bidder: \_\_\_\_\_  
 By Authorized Representative: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name and Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BIDDER'S AFFIDAVIT THAT THE  
BID PRICE WAS DETERMINED INDEPENDENTLY**

By submission of this bid, the bidder and each person signing on behalf of the bidder certifies, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any bidder or to any other competitor; and
3. No attempt has been made or will be made by the bidder and his/her employees or agents to induce any other person, partnership or corporation to submit a bid for the purpose of restricting competition or giving an appearance of competition; and
4. The person signing this bid or proposal, under the penalties of perjury, affirms the truth thereof.

**BIDDER:**

Subscribed and sworn to before me this

Wylckoff Family YMCA  
Name of Bidder (please print)

13 day of Jan 2021  
Mary Elizabeth McGuire  
Notary Public of State of:  
My Commission expires: 3-13-23

Joyce K. Vottero  
Signature of Bidder's Agent  
Joyce K. Vottero - Executive Director  
Print Name and Title of Bidder's Agent

1/13/2021  
Date

MARYELIZABETH MCGUIRE  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
MY COMMISSION EXPIRES MARCH 13, 2023



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
33 WEST STATE STREET

P. O. BOX 039  
TRENTON, NEW JERSEY 08625-0039

<https://www.njstart.gov>

Telephone (609) 292-4886 / Facsimile (609) 984-2575

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ELIZABETH MAHER MUOIO  
*State Treasurer*

MAURICE A. GRIFFIN  
*Acting Director*

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1. Amona
2. Bank Markazi Iran (Central Bank of Iran)
3. Bank Mellat
4. Bank Melli Iran
5. Bank Saderat PLC
6. Bank Sepah
7. Bank Tejarat
8. China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
9. China National Offshore Oil Corporation (CNOOC)
10. China National Petroleum Corporation (CNPC)
11. China National United Oil Corporation (ChinaOil)
12. China Petroleum & Chemical Corporation (Sinopec)
13. China Precision Machinery Import-Export Corp. (CPMIEC)
14. Indian Oil Corporation
15. Kingdream PLC
16. Naftiran Intertrade Company (NICO)
17. National Iranian Tanker Company (NITC)
18. Oil and Natural Gas Corporation (ONGC)
19. Oil India Limited
20. Persia International Bank
21. Petroleos de Venezuela (PDVSA Petróleo, SA)
22. PetroChina Company, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong Fin Cnc Machine Company, Ltd.
25. Sinohydro Co., Ltd.
26. SKS Ventures
27. Som Petrol AS
28. Zhuhai Zhenrong Company

List Date: July 30, 2019

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN  
Page 1 of 2

Bid name: Middle School Summer Camp  
Bid Due Date: January 20, 2021  
Bidder: Wyckoff Family YMCA

**PART 1:**

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, he/she 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of Wyckoff under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 is required to be completed if both certification boxes in PART 1 were not certified.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran outlined above by completing the section below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

**PART 3: CERTIFICATION SIGNATURE:**

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Wyckoff 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 Township of Wyckoff to notify the Township of Wyckoff 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 Township of Wyckoff and that the Township of Wyckoff at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or Parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

Joyce K Vottero  
Signature  
Executive Director  
Title

Joyce K Vottero  
Print Name  
1/13/2021  
Date