

**NOTE:** In the event an interested firm has downloaded these specifications from the TPA website, you are responsible for providing the TPA via email at [Trentonparkingph@aol.com](mailto:Trentonparkingph@aol.com) your contact information, including: Firm Name, Contact Person, Address, Email address, Phone Number, Fax Number, in the event the TPA issues Addendums or extends the time for submission of qualifications.

## REQUEST FOR QUALIFICATIONS

**FOR THE PROVISION OF PARKING STRUCTURE DESIGN, RESTORATION & ENGINEERING SERVICES – RESPONDENTS MUST BE LICENSED ENGINEERS & ARCHITECTS BY THE STATE OF NEW JERSEY**

**ISSUE DATE: July 10, 2024**

**DUE DATE: July 26, 2024 @ 1:00pm**

**Issued by:**

**City of Trenton Parking Authority**

## GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"Parking Authority" - refers to the City of Trenton Parking Authority.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Parking Authority) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

## SECTION 1

### INTRODUCTION AND GENERAL INFORMATION

#### 1.1. Introduction and Purpose.

**The Parking Authority is soliciting Qualification Statements from interested firms that can provide Parking Structure Architectural & Design, Restoration and Engineering Services.**

Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Parking Authority with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Parking Authority will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Parking Authority). The Parking Authority intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Parking Authority to provide the greatest benefit to the residents of Trenton.

**1.2. Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq., however. The Parking Authority has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Parking Authority and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Parking Authority will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Parking Authority) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Parking Authority.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Parking Authority reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Parking Authority’s Designated Contact Person, in writing.

**Designated Contact Person:**

Anne LaBate; Chairperson  
Trenton Parking Authority  
16 E. Hanover St  
Trenton, NJ 08608

**Qualification Statements must be submitted to, and be received by, the Parking Authority, via mail or hand delivery, by 1:00 p.m. Prevailing Time on July 26, 2024. Qualification Statements will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFQ, the Parking Authority (through the

issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Parking Authority.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualifications	<b>July 10, 2024</b>
2. Receipt of Qualification Statements	<b>July 26, 2024 @ 1:00pm</b>
3. Opening of Bids	<b>TBD</b>

**Section 1.3. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Parking Authority to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Parking Authority reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Parking Authority reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Parking Authority reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Parking Authority and will not be returned.

- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Parking Authority (in the exercise of its sole discretion) in accordance with law.
- The Parking Authority may request Respondents to send representatives to the Parking Authority for interviews.
- **Any and all Qualification Statements not received by the Parking Authority by 1:00 p.m. Prevailing Time on July 26, 2024 will be rejected.**
- Neither the Parking Authority, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

**Section 1.4. Rights of Parking Authority.**

The Parking Authority reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Parking Authority deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Parking Authority may determine to commence a new procurement process or exercise any other rights provided under applicable law without any

obligation to the Respondents.

The Parking Authority shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**1.5 Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, the Parking Authority may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Parking Authority and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

**1.6 Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Parking Authority, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

**1.7 Proposal Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Parking Authority fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**SECTION 2**

**SCOPE OF SERVICES**

**It is the intent of the Parking Authority to solicit Qualification Statements from Respondents that have expertise in the provision of Parking Structure Design, Restoration and Engineering Services.**

Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

**SECTION 3**

## **SUBMISSION REQUIREMENTS**

### **Section 3.1 General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

### **Section 3.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
  - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
  - (c) If the Respondent is a partnership or a joint venture or similar

organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

- (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
- 5. An executed Letter of Intent (See Appendix B).
- 6. The number of years your organization has been in business under the present name.
- 7. The number of years the business organization has been under the current management.
- 8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- 10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- 11. Confirm appropriate federal and state licenses to perform activities.

**Section 3.3 Professional Information Requirements.**

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

- 1. Description and scope of work by Respondent
- 2. Name, address and contact information of references
- 3. Explanation of perceived relevance of the experience to the RFQ

b. Describe the services that Respondent would perform directly.

c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.



- d. Does the Respondent normally employ union or non-union employees?
- e. Resumes of key employees
- f. A narrative statement of the Respondent's understanding of the Parking Authority's needs and goals.
- g. List all immediate relatives of Principal(s) of Respondent who are Parking Authority employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
- h. *If all or any services will be billed on an hourly basis, Respondent shall submit a cost proposal with the hourly rates for persons providing services and cost schedules to provide the requested services.*

## SECTION 4

### INSTRUCTIONS TO RESPONDENTS

#### 4.1 Submission of Qualification Statements.

Respondents must submit an original and DVD/thumb drive of their Qualification Statement to the Designated Contact Person:

Anne LaBate; Chairperson  
Trenton Parking Authority  
16 E. Hanover St  
Trenton, NJ 08608

**Qualification Statements must be received by the Parking Authority no later than 1:00 p.m. (prevailing time) on July 26, 2024 and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification statements received after this time will not be considered. The Parking Authority will not bear responsibility for delays in delivery for any reason.**

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

## SECTION 5

### EVALUATION

The Parking Authority's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Trenton. The Parking Authority will consider Qualification Statements only from firms or organizations that, in the Parking Authority's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Parking Authority in the manner described in this RFQ.

Proposals will be evaluated by the Parking Authority on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

#### EVALUATION CRITERIA

- **25 POINTS:** Experience and Reputation in the Field
- **25 POINTS:** Knowledge of the TPA and the subject matter addressed under the contract.
- **15 POINTS:** Availability to accommodate the required meetings of the TPA: and physical proximity of Respondent's Office to Trenton
- **20 POINTS:** Billings, Cost, Fee Schedule
- **15 POINTS:** Other factors demonstrated to be in the best interest of the TPA.

**APPENDIX A**

**LETTER OF QUALIFICATION**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

[insert date]

Anne LaBate; Chairperson  
Trenton Parking Authority  
16 E. Hanover St  
Trenton, NJ 08608

Dear Ms. LaBate:

The undersigned has/have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Trenton Parking Authority (“Parking Authority”), dated July 10, 2024, in connection with the Parking Authority’s need for **Parking Structure Design, Restoration and Engineering Services.**

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief  
Executive Officer)

(Signature of Chief  
Financial Officer)

(Typed Name and Title)

(Typed name and Title)

(Type Name of Firm)\*

(Type Name of Firm)\*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_ \* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

## APPENDIX B

### LETTER OF INTENT

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

( Insert date)

Anne LaBate; Chairperson  
Trenton Parking Authority  
16 E. Hanover St  
Trenton, NJ 08608

Dear Ms. LaBate:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Trenton Parking Authority ("Parking Authority"), dated July 10, 2024, in connection with the Parking Authority's need for **Parking Structure Design, Restoration and Engineering Services.**

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Parking Authority's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Parking Authority. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth

below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the Parking Authority may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Parking Authority shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

\_\_\_\_\_ (Typed Name and Title)

\_\_\_\_\_ (Type Name of Firm)\*

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

**EXHIBIT 1**  
**N.J.S.A. 10:5-31 AND N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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** for the 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 or sex.

**The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Chief Executive Officer, Fiscal Officer and Purchasing Agent of TPA, advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable city employment goal established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable city employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 revised any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal court decisions.

In conforming with applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- \* Letter of Federal Affirmative Action Plan Approval
- \* Certificate of Employee Information Report
- \* Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**Exhibit 2**  
**Non-collusion Affidavit**

State of New Jersey  
County of \_\_\_\_\_

**I Am: (Name)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Of: (Company)** \_\_\_\_\_

**Upon My Oath, I Depose and Say:**

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
  
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
  
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE TPA 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 ENGAGEMENT;  
AND
  
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.  
(N.J.S.A.52:34-25)

**Subscribed and Sworn to:**

**Before Me this** \_\_\_\_\_ **Day**

**Of** \_\_\_\_\_ **2024** \_\_\_\_\_.

\_\_\_\_\_  
**(Type or Print Name Affiant under Signature)**

\_\_\_\_\_  
**Notary Public**  
**My Commission Expires:** \_\_\_\_\_, **20** \_\_\_\_\_



**Exhibit 3**  
**Corporate/Partnership Disclosure Certificate**

Pursuant to the laws of the state of new jersey as set forth in laws of 1977, chapter 33, the undersigned does herewith certify to the TPA within the City of Trenton that the following is a statement with names and addresses of all stockholders in the corporation or partnership who own a 10% or greater interest therein, as the case may be listed. Of one or more such stockholder, partner or partnership is in itself is a corporation or partnership, the stockholders holding. 10% or more or greater interest is that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-cooperator stockholder, and individual partner, exceeding the 10% ownership criteria established above, have been listed.

**Name:**

**Address:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**In Witness Whereof, the Undersigned Has Caused this Certificate to Be Executed This Day  
Of \_\_\_\_\_ 2024 \_\_\_\_\_ Sworn and Subscribed to Before Me this \_\_\_\_\_ Day  
Of \_\_\_\_\_ 2024 \_\_\_\_\_.**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**President**  
**(Or Authorized Agent of Corporation)**

**Exhibit 4**  
**Disclosure Statement**

Bidder must Specify Whether Bidding as an Individual, Partnership or Corporation and Fill in the Appropriate Section Shown Herein.

**Individual: (If an Individual Fill in the Following)**

**Full Name of Individual:**

**Trading as:**

**Social Security # or Fid#**

**T/A Fid #:**

**Full Name of Each Partner & Full Address of Each Partner: Complete Disclosure Statement**  
**Corporation Name:**

**FID#:**

**Full Name of Officer Signing Bid:**

**Title of Officer Signing Bid:**

**Name of State in Which Company Is Incorporated:**

Note: No Post Office Box Number Accepted, Full Street Address Only.

Criminal Conviction to Serve as Grounds for Disqualification from Award of Contract:

Bidder must Disclose Whether Any Person(s) Named above Have Any Criminal Conviction in Any Municipal, County, State or Federal Court in this State or Any Other State.

Yes{ } No { }

Any Rejection by the TPA within City of Trenton, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by the TPA Board of Commissioners. Also, bidder must report any conviction of any person(s) named above in any Municipal, County, State or Federal Court during the contract or agreement period to the TPA.

Any termination by the Trenton Parking Authority within the City of Trenton, based upon subsequent conviction, shall not take place unless and until there has been a responsibility hearing held by the TPA Board of Commissioners.

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**Signature & Title**

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**Date**

**Affix Corporate Seal Here**