

Professional Service Contract
Qualification and Costs Submission Form

Note: A separate resume can be attached.

1. Please provide the name and address of Names and roles of the individuals who will perform the services and description of their education, municipal experience and experience with projects similar to the services contained herein including their education, degrees and certifications.

• See attached

2. References and record of success of same or similar service.

• See attached

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff.

• See attached

4. Cost details, per tree:

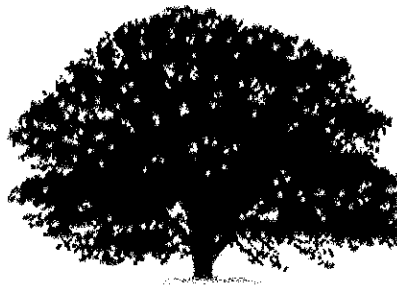
• See attached (4th page of Qualifications)

Authorized Representative Evan Dilluvio (print name)

Authorized Representative Evan Dilluvio (signature)

Telephone # 908-619-2087

FAX # —



ED Arborists and Foresters

Evan Dilluvio

976 Old School House Rd. Blairstown, NJ 07825

908-619-2087

Request for Qualifications

For Professional Services

Licensed Tree Expert

Tree Inventory

West Orange

August 17, 2022

1) Name and Business

ED Arborists and Foresters

976 Old School House Road

Blairstown, NJ 07825

Owned and operated since 2007

Evan Dilluvio, Owner, 908-619-2087 (Main Contact of Project)

dilluvioevan@gmail.com

2) ED Arborists and Foresters

Sole Proprietorship

Fully Insured

One owner with three part time consulting employees

3) Tree Inventory Team

- **Evan Dilluvio, Forester/Arborist, BS Natural Resource Management, minor in Urban Forestry, Rutgers University, 20+ Years municipal service, Inventoried over 50,000 Trees in NJ municipalities and over 10,000 in NYC, NJ Licensed Tree Expert, main contact-lead of project**

- Paul Miller, Forester, BS Natural Resource Management, Ecology and Forestry, Rutgers University, 25 Years Municipal Service, ISA Certified Arborist, Inventory specialist, inventoried over 20,000 trees in NJ municipalities.
- Aaron Glogower, Inventory Specialist Associates environmental Science and business, Ocean County College, NJ, 10 Years Municipal Experience, ISA Certified Arborist, Inventoried over 10,000 Trees in NJ and New York
- Kara Venella, Forestry Technician, Software Expert, assist with inventory

4) Summary of services to be provided to the West Orange and used for Tree Inventory:

The tree inventory will be performed with the use of Arborist tools such as but not limited to DBH tapes, measuring tapes, rubber mallet, binocular's, and other tools for measuring and hazard inspections. Our arborists will do inventory using I pads, tablets and inventory software programs, (Arbor Pro). Trees that are deemed to be hazardous will have a photo taken of them. Maps, GIS software will be used to guide the Arborists through the survey area. All the Software data will be compiled into a spreadsheet using excel and unlocked to provide editing to the Town. The Software program will compile the data into categories based on the specific needs of the inventory according West Orange and the Arborist, to generate specific reports needed by the Town to satisfy the NJUCF agreement for Stewardship grant. The software will be used to create a map and tree spreadsheet and be provided to the Town. This will also be used for payment verification for trees inventoried. West Orange can then use software to prioritize hazard tree removals, pruning and other tree work and create work orders for daily work activities.

Level 2 Basic Tree Risk Assessment (ISA BMP Tree Risk Assessment/ANSI A300 Tree Risk Assessment will be performed for all trees.

- Inventory Data fields will consist of the following:
 - Public Street Trees in ROW
 - Species, (Botanical/common names)
 - DBH
 - Single/multi-stem
 - GPS location/address
 - Tree Health condition
 - Good
 - Fair
 - Poor
 - Dead
 - Age Class

- New Planting
 - Young
 - Semi-mature
 - Mature
 - Over-mature
- Deformities
 - Broken branches
 - Dead branches
 - Cracks
 - Pests
 - Diseases
 - Root Problems
- Risk Rating
 - Imminent
 - Probable
 - Possible
 - Improbable
- Target Rating
 - High
 - Medium
 - Low
 - Very Low
- Maintenance needs, RMA
 - Priority of Maintenance, 1, 2 (pruning/Removal)
 - Raising
 - Cleaning
 - Thinning
 - Pruning
 - Training
 - Stump removal
 - Structural support needed
- Photos of trees which are assessed as a hazard only
- General observations
- Hardscape Damage
- Utilities
- New Planting locations with species, post tree inventory (if funds allow)
- Notes
- Name of inventory person and date

A summary report will describe the inventory process and the results as per City needs. The management portion of report will go into more depth of findings. This shall include species diversity, condition, age and hazard trees that need priority maintenance or removal due to target. Photos, graphics and charts will be included in the narrative.

Tree data spreadsheets will be supplied to the borough at the conclusion of the inventory and attached to the end of the report.

- **Tree Inventory Timing**

The Inventory Team will start inventory in the late summer 2022 and complete the task by July 3, 2023. Evan Dilluvio is the lead of the project and be on-site performing the inventory work and required reporting until completed. Kara Venella will assist in the data input into the software, the other Arborists, Foresters will also conduct the inventory on a weekly basis. Evan Dilluvio is very familiar with the NJUCF Stewardship grant requirements for the inventory since he worked as a Regional Forester with the Community Forestry Program for 13 years. The entire team is exceptionally savvy with tree inventories and all its components and will complete the required services by the due date as the City specifies.

5) Fee to perform the Tree Inventory plus reporting

\$5.25 per tree

(Price includes all reporting, spreadsheets, data files, mapping)

Assist West Orange in other related inventory/ grant

/payment submission services as needed

\$80 per hr.

6) Experience, Qualifications, References

- **Evan Dilluvio Owner/ Arborist/ Forester**
- **ED Arborists/Foresters**
- Consulting Arborist, Forester
- Former NJ Regional Forester with NJDEP Community Forestry Program 12 years
- NJ Licensed Tree Expert #504
- OSHA 10-hour Construction Safety Certified
- 27 Years' Experience in Arboriculture/Horticulture, 20+ Years working with municipalities

Regional Forester for NJDEP Urban and Community Forestry Program 2004 to 2017

ED Arborists and Foresters, Evan Dilluvio Owner 2007-Present

Tree Inventory experience with municipalities

Performed tree inventories as per directives from the State Forester for the following projects: Cool Cities Initiative, Asian Long Horn Beetle Eradication, Emerald Ash Borer identification, Hazardous Tree Surveys, Parks and Forestry Parkland Hazardous Tree inventories, Tree planting location inventories. Involved with the development of the Urban and Community Forestry Program and working with municipalities to meet all components necessary for Approved Status. Currently working on Tree Inventorying the Boroughs of Oakland and Riverdale to satisfy NJ Urban and Community Forestry Stewardship Grant.

Project Descriptions:

- **Cool Cities Initiative: Tree Planting in low Forest Canopy areas in NJ**
Municipalities to reduce heat island effect and flooding. Entire areas to be tree planted were surveyed for existing trees, hazardous trees, and tree planting locations. This data was stored using City Green Software, compiled into a spreadsheet, and inputted into software for energy savings and environmental impact.
- **Asian Longhorn Beetle and Emerald Ash Borer projects: Shade Tree inventory**
conducted for trees as well as for pest. Tree planting locations were gathered for areas of tree removal from hazardous and infested trees.
- **Hazardous Tree Survey** was performed in Municipalities after Superstorm Sandy.

- Parks and Forestry Tree Inventory: NJ Parks were surveyed and inventoried to compile a list of areas in need of tree work/removals deemed hazardous to the public. (ITree used for data analysis)
- Tree Planting Inventories: Assisted Municipalities with tree planting planning. Surveyed areas for tree planting locations and created spreadsheet and mapping.

Tree and Shrub inventories for No Net Loss (P.L. 1993, Chapter 106)

- As per No Net Loss compliance, inventories performed of Community Forests and Forestland performed for deforestation and reforestation activities. Data was inputted into Tree Inventory software such as Forest Tree to track tree removal and planting activities.
- Local municipalities affected by NNL were given Tree Inventory and Software Programs to manage tree resources.

Tree Removal Permits, Tree Specialist Assistant, Franklin Lakes NJ

- Tree Removal Permit Applications, inspections and approvals
- Tree protection inspections during construction

Tree Inventory Boroughs of Oakland and Riverdale

- NJ Urban Community Forestry Inventory Grant
- Inventoried Boroughs Trees in Right of Way and parks
- Mapping Software for visual representation of trees and creation of work orders for tree work to be used by municipalities. Spreadsheets were developed using excel program.
- Reporting and spreadsheets created to satisfy NJDEP Grant Requirements
- Assisted Boroughs in Software use
- Created mapping to be viewed by public on Borough websites

References:

- Rosa Yoo, Regional Forester, NJ Forest Service, 501 East State Street, Trenton NJ 08604
(609) 306-2433
- Carrie Sargeant, NJ Forest Service, Urban and Community Forestry Program
(609) 292-2532

- Todd Wycoff, Chief NJ Forest Service, 501 East State Street, Trenton NJ 08604
(609)292-2532
- Alec McCartney, NJ Forest Service, 501 East State Street, Trenton NJ 08604
(732)928-0029
- Michael Carelli, (201)337-8111, Borough Clerk, 1 Municipal Way, Oakland NJ 07436
- Michael Carelli, (862)377-8612, Riverdale Shade Tree Commissioner, 91 Newark Pompton Tpke. Riverdale NJ 07457
- Tom Nicholas, Landscape Architect, Port Authority NY, NJ, (551)222-5397 (Newark Airport, NJ)
- Andy North, Parks Senior Landscape Architect, Monmouth County Parks, (732)-842-4000 (Monmouth county parks contract, Lincroft, NJ)
- Paul Miller, Department Manager, Amy Greene-Davey Resource Group, (908)448-6798 (NYC contracts)
- Lia Heintjes, Senior Forester NYC DPR Brooklyn
(929) 214-0596 (NYDPR contracts)
- Jason Grabosky, Professor Urban Forestry, Rutgers University
NJ UCF Council (848) 932-0050 (NJDEP Forest Service, Community Forestry Council, Rutgers professor)

7) Municipal entities served:

- As a Forester for NJDEP Forest Service inventories were performed in the following municipalities: Trenton, Paterson, Newark, Jersey City, Carteret, Orange, Cape May, Sea Isle City, Asbury Park, West New York, Union City, New Brunswick, Ewing, Passaic, Hawthorne, Clifton, Somerville, Philipsburg, Manville, Burlington, Camden, West Windsor, Vernon Twp, West Milford and Wantage.
 - ED Arborists and Foresters inventories were performed in the following municipalities: NYC boroughs of Queens, Staten Island, Bronx and

Brooklyn. NJ, North Brunswick, Franklin Lakes, Elizabeth (Newark Airport),
Oakland, Riverdale, Thompson Park and Mt Mitchell Overlook (Monmouth
county), West Orange

- 8) Evan Dilluvio owner of ED Arborists and Foresters and any of its consulting Foresters have never been disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICES

PLEASE INSERT THE FOLLOWING INFORMATION GLOBALLY:

**Township of West Orange
66 Main Street,
West Orange, New Jersey 07052 Essex County
Panayiota Reynolds,
Purchasing Agent
973-325-4056**

Submission Date: Wednesday, August 17, 2022 at 10:00am

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, qualifications are being solicited by the Township of West Orange for the following professional services for the 2022/2023 calendar year 12 month period. The submission date is Wednesday, August 17, 2022 at 10:00am. The Request for Qualifications (RFQ) packages are available via email to: preynolds@westorange.org or online at www.westorange.org.

Professional Services Requested: Licensed Tree Expert

FOR TOWNSHIP'S URBAN TREE INVENTORY

Please submit sealed request for qualifications no later than Wednesday, August 17, 2022 at 10:00am to the Township of West Orange, 66 Main Street, West Orange, NJ 07052, Attn: Panayiota Reynolds, Purchasing Agent. Envelopes should be clearly marked with title, name and address of party submitting, at the address mentioned above and should be mailed or hand delivered. Submissions by Corporations, Partnerships and sole proprietors must include a completed Disclosure of Ownership (N.J.S.A. 52:25-24.2), a valid NJ Business Registration Certificate P.L. 2004, c57, and must comply with the Equal Employment Opportunity requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Additional Pay to Play Requirements Contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Enforcement Commission, pursuant to N.J.S.A. 19:44-20.13(P.L. 2005, c, 271, s.3), if the contractor receives contracts in excess of \$50,000 in the aggregate from public entities during the calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Panayiota Reynolds
Purchasing Agent, R.P.P. S, QPA

GENERAL INFORMATION SUMMARY ORGANIZATION REQUESTING QUALIFICATIONS

Township of West Orange
66 Main St.
West Orange, NJ 07052

CONTACT PERSON

Panayiota Reynolds,
Purchasing Agent, R.P.P.S, QPA
preynolds@westorange.org
Telephone (973) 325-4056
FAX (973) 736-8380

PURPOSE OF REQUEST

The Township of West Orange will be in need of a variety of Professional Service Contracts during the calendar year of 2022/2023. This Request for Qualifications "RFQ" will serve as a source of reference for the Township regarding the hire of an individual and or a company for a particular professional service during this contract period. Submissions will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services. Submission of the RFQ does not guarantee the Township will hire your company during the contract year. The RFQ process allows the Township to be compliant with the "Pay to Play" rules and regulations of the State of New Jersey. This RFQ represents a "Fair and Open" process in which we can secure professional services throughout a 12 month time period.

PERIOD OF CONTRACT

In the event respondent's services are chosen during this 12 month contract period. The successful respondent shall be required to execute the Township's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Township form contract is available upon request. The Township Mayor and Council shall approval such contracts through resolution. It is also agreed and understood that the acceptance of the final payment by a contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and material furnished under this contract.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualification: "Township" - refers to the Township of West Orange.

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

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

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

"Respondent" or "Respondents"-- refers to the interested party that submitted a Qualification Statement.

SECTION 1

The following is a brief description of the professional services needed, including, were appropriate, a description of tasks involved. Services are not limited to what is described here.

Licensed Tree Expert - The Engineering Division of the Department of Public Works for the Township of West Orange requests proposals from firms providing forestry services to conduct an Urban Tree Inventory of the entire Township's trees within the right-of-way and to assist in the implementation of a comprehensive Community Forestry Management Plan (CFMP) in accordance with the requirements stipulated in the grant agreement between the Township and the New Jersey Forest Service Urban and Community Forestry Program (NJUCF) which is attached. The Township is looking to hire a tree professional who is a Licensed Tree Expert to gather data and establish a detailed tree inventory of approximately 200 miles of curb in the rights of way along the Township's Street network. The inventory will provide a professional assessment of potentially hazardous tree conditions in order to prioritize tree work. It will assess risk, based on the possibility of failure, impact to property and humankind including assessing conflict of trees with sidewalks, utilities and recommendations for potential planting locations. This will assist the Township and its Department of Public Works in making informed decisions when contemplating maintenance, removal and tree planting.

SECTION 2

INTRODUCTION OF GENERAL INFORMATION

2.1 Introduction and Purpose

The Township of West Orange is soliciting Request for Qualifications for Professional Tree Services of a Licensed Tree Expert Statements from interested persons and/or Firms. Through this Request for Qualifications (RFQ) for Professional Services, the Township will solicit a person or a firm who is best qualified to provide the tree services requested, is responsive to this Request and whose bid price is acceptable to the Township. The Township will select an individual or firm based on the criteria in Section 5 and will agree to work under the compensation terms and conditions determined by the Township.

1. Qualifications

The successful tree professional shall be experienced in collecting field data and preparing detailed tree inventories in the State of New Jersey. The forestry professional(s) shall be a NJ Licensed Tree Expert who abides by the current forestry best management practices and

arboricultural industry standards.

2. Scope of Work

Tree Consultant(s) shall conduct at a minimum a Level 2 Basic Tree Risk Assessment in accordance with the International Society of Arboriculture's (ISA) Best Management Practices for Tree Risk Assessment and/or ANSI A300 Tree Risk Assessment Standard for all of the trees within the 200 miles of curb in the rights of way along the Township's Street network.

3. Data Collection, Database and Requirements:

As part of the grant agreement, the Township has obtained an iPad and ArcGIS Online software that is to be utilized for the tree inventory which is to be returned to the Township once the data collection is completed and uploaded to Township's system database. The following information shall be collected and recorded during the tree inspection:

- Street address(es) and GPS location (X and Y coordinates) of trees, stumps, and recommended planting locations;
- Health conditions such as good, fair, poor, or deceased;
- Species including botanical and common names;
- Diameter at Breast Height
- Age Class such as new planting, young, semi-mature, mature, over mature;
- Identify deformities including but not limited to stress, broken and dead branches, cracks, pests, diseases, root problems;
- Identify multi-stem trees in cases where trunk splits less than one foot above ground level;
- Risk rating for tree or branch failure such as imminent, probable, possible, improbable;
- Target rating for tree or branch failure impacting property and humankind such as high, medium, low or very low;
- Recommendations for Risk Mitigation Actions (RMA) including but not limited to tree removal due to deformities that cannot be treated, pruned to reduce risk (deadwood), prune young trees to improve growth, shape, install structural support, stump removal;
- Recommendations for tree conflicts with sidewalk and utilities (overhead) including mitigation actions to eliminate tripping hazards, risk and target rating of the tree;
- New planting locations and recommendations with suggestions for tree species;
- Photos showing tree condition and recommendations; and
- Name of personnel collecting data and date.

4. Tree Management Report and Deliverables:

Consultant(s) shall prepare a Final Report that includes the following:

- An Executive Summary that summarizes the procedure and results of the Urban Forest

Inventory.

- Tree Management Report that provides the narrative including charts, graphs, inventory including species, condition ratings, age distribution, risk ratings, target ratings, recommendations for priorities with tree maintenance;
- Urban Tree Inventory Spreadsheets are to be provided unlocked Excel spreadsheets and as an exhibit to the report.

The following deliverables are to be provided upon completion:

- Three (3) hard color copies and one (1) electronic PDF format of the Final Report;
- One (1) electronic copy of the unlocked Excel Spreadsheet of the Urban Tree Inventory;
- One (1) electronic copy of Urban Tree Inventory in GIS format shapefiles.

Our office is to be provided with progress of the work for review and payment shall be made as follows:

- Payment 1 when 25% of the work is completed;
- Payment 2 when 50% of the work is completed;
- Payment 3 when 75% of the work is completed; and
- Payment 4 when 100% of the project is completed.

During the data collection, the Township anticipates that during the course and at the end of this project that the prospective bidder is to provide assistance to complete the initial and final reimbursements of funds from the NJDEP.

Please refer to the following attachments from the grant agreement:

- Attachment D- Scope of services
- Attachment D-1 Project Requirements; and
- Attachment D-2 Grantee's Proposal.

The cost of services shall be for the scope of services, project requirements, grantee's proposal and data collection requirements to complete all of the deliverables by **July 3, 2023** prior to **September 3, 2023** submission as required by the NJUCF grant agreement including assistance for completing the initial and final reimbursement procedures. Proposals shall be on a per tree basis. Hourly rates shall be submitted with all proposals for any additional work.

2.2 Procurement Process and Schedule

The selection of Qualified Respondents is not subject to the bidding 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. The Township has structured a procurement 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 criteria set forth in section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received. Respondents agree to at all times to abide by all requirements of the New Jersey law, including, but not limited to the aforementioned "Pay to Play" laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

2.3 Conditions Applicable to RFQ

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

The Township reserves the right to exercise its judgment to weigh the relative merit and deficiencies, if any, in all responses and commits. The Township reserves the right to reject for any reason, all responses and components thereof and eliminate any and all Respondents submitting this RFQ from consideration.

The Township 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 this RFQ.

The Township 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 Township and will not be returned.

All Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.

The Township may request Respondents to send representatives to the Township for interviews.

Neither the Township, nor its respective staff, consultants nor advisors shall be liable for any claims for damages resulting from the solicitation or preparation of the Qualification Statement. There shall be no reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement for participating in this procurement process.

2.4 Addenda or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the Township may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Township 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.

SECTION 3

3.1 Standard Requirements of Technical Qualifications

Respondents shall submit technical qualifications which contain the following:

Business name, the principal place of business, and if different, the place where services will be provided.

Respondents must have a minimum of five (5) years' experience.

The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

A listing of all other engagements where services of the types proposed, were provided in the past. This should include other Township governments, businesses or other government entities. Contact information for references must be provided.

A statement shall be provided by respondent that neither its firm nor any individual assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

The attached submission form can be replaced with respondents own prepared resume. All questions must be addressed as requested.

3.2 Mandatory Submission Forms

Affirmative Action Certification
Non-Collusion Affidavit
Stockholder Disclosure Statement
Business Registration Certification
Political Disclosure Certification
Iranian Disclosure Statement
Addenda/addendum

3.3 Cost Analysis

Respondents should submit a cost proposal which would include any proposed retainer, the services to be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rates. The Township shall in its discretion, provide a fee schedule with hourly rates depending on the nature of the matter. By submission of a proposal, you acknowledge and agree to adhere to the fee schedule.

3.4 Submission Evaluation

When the Township is in need of a particular service, the selection will be the most advantageous submission based on all of the evaluation factors set forth in this RFQ.

Each submission must satisfy the objectives and requirements detailed in this RFQ. The successful respondent shall be determined by an evaluation of the total content of the qualifications submitted. The Township reserves the right to:

Not select any of the submissions or select only portions of a particular Respondent's qualifications for further consideration (however Respondents may specify portions of proposal that they consider "bundled").

Award a contract for the requested services at any time within the 12 month time period or through December 31, 2022 whichever is sooner after review of the qualifications and approval by Township Council through resolution. Every submission shall be valid through this time period.

3.5 Submission Limitations

This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFQ. The Township reserves the right to refuse any submission.

3.6 Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like, furnished or disclosed by the Township to the Respondent in connection with this RFQ, shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the Respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the Respondent, shall be used only for the purposes of this RFQ and shall not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

3.7 General Terms and Conditions

The Township reserves the right to reject any or all submissions, if necessary, or waive any informality in the submission.

In case of failure by the successful Respondent, the Township may procure the articles or services from other sources, deduct the cost of the replacement from money due the Respondent under the contract and hold the Respondent responsible for any excess cost.

The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional, and Automobile Liability.

Each submission must be signed by the person authorized to do so.

Township assumes no responsibility for submissions received after designated date and time due.

By submission of qualifications, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark, or copyright.

The successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless.

No Respondent shall influence, or attempt to influence, or cause to be influenced, any Township Officer or employee to use their official capacity in any manner.

No Respondent shall cause or influence, or attempt to cause influence, any Township Officer or employee to use their capacity to secure unwarranted privileges or advantages for the Respondent.

Should any differences arise between the contracting parties as the meaning or intent of these instructions or specifications, the Townships decision shall be final and conclusive.

The Township shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its request for consideration.

All necessary forms required by this RFQ shall be completed and submitted as part of this submission.

SECTION 4

4.1 Instructions for Submission

Respondents must submit an original and one (1) copy of their Qualification Statement. If a company has multiple services, a separate Qualification packet for each service would be preferred.

Designated Contact Person:

Panayiota Reynolds, Purchasing Agent, RPPS, QPA
Township of West Orange
66 Main Street
West Orange, NJ 07052

Submissions must be received Wednesday, August 17, 2022 at 10:00am. Preferred delivery methods are US mail or hand delivery. Facsimile or electronic delivery will not be accepted.

To be responsive, Qualification Statement must provide all requested information and conform to instructions. Qualification Statements and related information must be bound and signed by Respondent.

All Respondents hereby agree to work under the terms and conditions as set by the Township. If awarded a contract by Township Council Resolution during 2022 calendar year, that contract will be in effect for one year.

SECTION 5

5.1 Evaluations

The Township of West Orange's objective by soliciting Qualification Statements is to establish a pre-qualified group of professionals that will provide high quality and cost effective services to the Township. The Township will consider Qualification Statements only firms and individuals, in the Townships judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in the RFQ. The Township on the basis of the most advantageous will evaluate proposals with the following criteria:

Ranking Percentage and Criteria for Evaluations

35% Experience and reputation in the field

20% Knowledge of the Township and subject matter as it's related to contract

10% Availability to accommodate meeting attendance

25% Cost details, including cost per tree, the hourly rates of each of the individuals who will perform certain services and time estimates for each individual, all expenses (if applicable).

5% The utilization of local contractors and businesses, whenever possible.

5% Other factors demonstrated to be in the best interest of the Township.

END OF INSTRUCTIONS

(REVISED 4/10)

EXHIBIT A

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 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 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:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27 within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or

A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or

An Initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) No ✓.

Do you have a State Certificate of Employee Information Report approval?

Yes ✓ (If yes, submit a copy of such approval.) No _____.

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: NAME: ED Arborists and Foresters

SIGNATURE & TITLE: Erin J. Allen, Owner

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within the time frame stipulated.



Central Forms Repository & Payment Collection System - Payment Receipt

2 messages

<CentralFormsRepositorySystem@treas.nj.gov>
To: dilluvioevan@gmail.com

Fri, May 20, 2022 at 9:40 PM

Dear Business Representative,

Thank you for your recent filing with the State of New Jersey. Following is a confirmation of your payment. Please print a copy for your records.

Payment Type: Credit card transaction charge on 5/20/2022 9:39:30 PM

Submission ID:	127139
Payment Transaction ID:	232866
Effective Date:	5/20/2022
Paid Amount:	\$150.00
Convenience Fee:	\$3.50
Confirmation Number:	e13fa5e7-aded-442b-83f7-35e985ac5427
Form Name:	Initial AA302
Form Description:	Employee Information Report (AA302 Initial)

Please allow at least two (2) business days for your payment to post to your account.
After your submission is reviewed and approved, you will receive an email with instructions on how to print your certificate.

Please do not reply to this email, the email account is not monitored.

CONFIDENTIAL: This electronic transmission, including any documents, files or previous e-mail messages attached to it, is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and contains information, which may be privileged, proprietary, confidential and/or otherwise exempt from disclosure under applicable law, and may also be an attorney-client communication and as such is privileged and confidential. Unintended disclosure does not in any manner whatsoever waive the attorney-client privilege.

This information is intended to be for the sole use of the individual or entity named above. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that you must not read this transmission and that any **unauthorized disclosure**, copying, printing, distribution, dissemination or use of any of the information contained in or attached to this transmission is **STRICTLY PROHIBITED**.

If you have received this transmission in error, **PLEASE** immediately notify the sender at <https://www.state.nj.us/treas/treasmil.shtml> and delete the original transmission and its attachments without reading or saving them in any manner.

WARNING: This email and/or its attachments should be subjected to your own anti-virus procedures. Sender is not responsible for any loss or damage caused by opening this email or its attachments.

NOTE: This is an automated response. Please do not reply to this email.

evan dilluvio <dilluvioevan@gmail.com>
To: Ilona.Ingenito@co.monmouth.nj.us

Wed, Jun 1, 2022 at 8:38 AM

Hi Ilona

Receipt for report below.

Evan Dilluvio

Evan Dilluvio Tree Consultant/Arborist
NJLTE #504
908-619-2087
[Quoted text hidden]

View Employee Information Report (AA302 Initial Form)

Section A - Company Identification

1. FID Number or SSN: 146784792 2. Type of Business: SERVICE 3. Total NO. Employees in the Entire Company: 1

4. Company Name: ED Arborists Foresters

5. Street: 976 Old School House Road City: Blairstown County: SUSSEX
State: NJ Zip Code: 07825

6. Name of Parent or Affiliated Company (if none, so indicate):
City: State: Zip Code:

7. Company Type: Single-Establishment En 8. State the Number of Establishments in NJ location: 0

9. Total Number of employees at establishment which has been awarded the contract: 1

10. Public Agency Awarding Contract: Monmouth County Parks City: Lincolnton
County: MONMOUTH State: NJ Zip Code: 07738

Section B - Employment Data

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories.

Officials / Managers	0	0	0	0	1	0	1
Professionals	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0
Office & Clerical	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0
Temporary & Part-Time Employees	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	0	1

TOTAL MALE COUNT: 1

Officials / Managers	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0
Office & Clerical	0	0	0	0	0	0	0
Craftworkers (Skilled)	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0
Temporary & Part-Time Employees	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

TOTAL FEMALE COUNT: 0

12. How Was Information as to Race or Ethnic Group in Section B Obtained: Other

13. Date of Payroll Period Used From: 5/2/2022 To: 5/9/2022

Section C - Personal Identification

14. Contact Name: Evan Dilluvio 15. Title: Owner 16. Contact Email: dilluvioevan@gmail.com

17. Address: 976 Old School House Road City: Blairstown State: NJ Zip Code: 07825

18. Phone Number: 9086192087 Phone Extension:

Return Search Submission

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[Translate this Page](#) [Translation Disclaimer](#)

View My Submissions

Search Fields	
Submitted Date from :	5/12/2022
Submitted Date to :	8/7/2022
Form Type:	--ALL--
Search Reset	

My Submissions

View Submission

View	View Certificate	None	127139	Initial AA302	Submission approved	Approved	5/20/2022 9:39 PM

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

(Signature) _____

Subscribed and sworn to

Before me this day _____

August 9 of 20 22

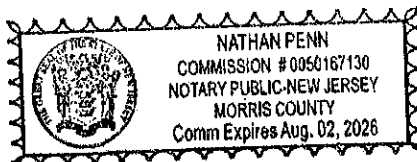
AFFIANT _____

Evan Milluvio

NOTARY PUBLIC OF NJ

MY COMMISSION EXPIRES: 2026

Morris County
8-2



INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Municipal Clerk's Office upon award of contract by the Mayor and Township Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

ED Arborists and Foresters

Evan Dilluvio 8/10/12
(Signature) (Date)

Evan Dilluvio , Owner
(Printed Name and Title)

This form must be completed, signed and returned with RFQ.

STOCKHOLDER DISCLOSURE CERTIFICATION

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. _____

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned. ☒ _____

PLEASE CHECK TYPE OF BUSINESS ORGANIZATION:

Partnership _____ Limited Partnership _____ Limited Liability Corp _____

Corporation _____ Sole Proprietorship ☒ Limited Liability Partnership _____

Subchapter S Corp _____

PLEASE CHECK APPROPRIATE BOXES AND SIGN BELOW

Name: Evan Dilluvio

Home Address: 976 Old School House Rd
Blairstown, NJ 07825

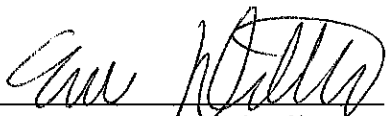
Stockholders

Name: _____

Home Address: _____

Name: _____

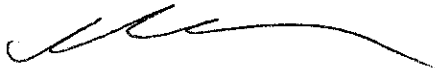
Home Address: _____

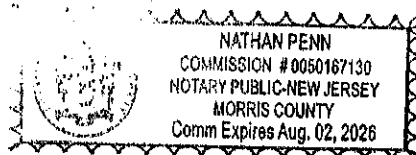

Owner or Representative Signature

Evan Dilluvio, Owner
Print Name & Title

NOTARY PUBLIC

Sworn before me this day of 9 2022.





NON-CONFLICT OF INTEREST CERTIFICATION**REQUEST FOR QUALIFICATIONS****FOR**Licensed Tree expert professional Services
(Title of RFQ)

The undersigned certifies to the Township of West Orange, County of Essex, State of New Jersey that in performing services to the Township he/she is aware of no circumstance that would constitute a conflict of interest, financial or otherwise, between him/her (or his/her firm) and the interests of the Township. The undersigned certifies that he/she has made a search of his/her firm's client base and has executed this certification subsequent to such search. The undersigned acknowledges this a continuing certification, and shall remain in effect for the term of the services contained in the solicited request for qualifications. I certify that the foregoing statements made by me are true and accurate to my personal knowledge; I am making this certification in good faith. I am aware that if any of the foregoing statements made by me are false, the Board is free to terminate any professional service agreement entered into with the undersigned and/or his or her firm.

Certifying Official:

PRINT NAME: Evan DilluvioSIGNED BY: Evan DilluvioTITLE: OwnerDATE: 8/10/22

Political Contribution Disclosure Statement Pursuant to Chapter 2, Section 68 of the Revised General Ordinances of the Township of West Orange

Pursuant to Section 2-68.1 of the Revised General Ordinances of the Township of West Orange, please set forth below all political contributions in cash or in kind of two hundred (\$200.00) dollars or more made within five (5) years of the date of acceptance of a proposal for a negotiated contract with the Township of West Orange, or within five (5) years of the notice of award for a bid contract with the Township of West Orange, either directly or indirectly, by the individuals or any of the principals of the business entity completing this form or by the business entity itself, to any elected official of the Township of West Orange currently in office or any political organization affiliated with an elected official of the Township currently in office.

The current elected officials of the Township include the following: Mayor Robert D. Parisi; Councilwoman Susan McCartney; Councilwoman Cindy Matute Brown; Councilman Bill Rutherford; Councilwoman Tammy Williams; and Councilwoman Michelle Casalino.

Name of Contributor	Amount	Recipient of Contribution	Contribution Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have NOT made any contributions within the scope of Section 2-68.1, as set forth above, please indicate here Have NOT.

I hereby certify under penalty of perjury that the information provided herein is true and accurate to the best of my knowledge, information and belief.

Signature Evan Dilluvio

Print Name: Evan Dilluvio

Company: ED Arborists and Foresters

TOWNSHIP OF WEST ORANGE
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:

Please assign the number, date and initial.

Addendum Number Dated Acknowledge Receipt (Initial)

☒ No addenda was received.

Acknowledged for: ED Arborists and Foresters
(Company Name)

By: Evan Dilluvio
(Signature of Authorized Representative)

Name: Evan Dilluvio
(Print)

Title: Owner

Date: 8/11/22

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: Evan Dillavio

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 New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he 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, 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 submit a proposal: Must check appropriate boxes



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 New Jersey Turnpike Authority 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: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Proposer: _____

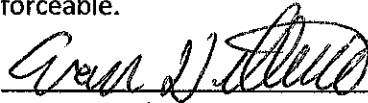
Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

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 West Orange, State of New Jersey 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 to notify the Township 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 West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Evan Dilluvio Signature: 
Title: Owner Date: 8/10/22

Business Registration Certification and Public Works Contractor Registration Certification

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

TOWNSHIP OF WEST ORANGE

CHECKLIST

PROFESSIONAL SERVICE TITLE: Licensed Tree Expert(NJ)

SUBMISSION DATE: Wednesday, August 17, 2022 at 10:00am.

The following items are required to be **included** with the sealed submission:

- Qualification Statement ✓
- Non-Collusion Affidavit ✓
- Disclosure of Ownership Form ✓
- Insurance Requirement Acknowledgement Form ✓
- Mandatory Equal Employment Opportunity Notice Acknowledgement ✓
- Copy of your Business Registration Certificate as issued by the ✓
- State of New Jersey, Department of Treasury, Division of Revenue
- Acknowledgement of Corrections, Additions or Deletions Form ✓
- Non- Conflict of Interest Declaration ✓
- Political Disclosure Certification ✓
- Iranian Disclosure Statement ✓

Reminder: Please submit one (1) original and one (1) additional set of the sealed submission. Copy can be on a USB stick. Multiple fields can be submitted in one envelope.

Progressive
P.O. Box 94739
Cleveland, OH 44101
1-800-895-2886

PROGRESSIVE
COMMERCIAL

Policy number: 958488296

Underwritten by:
Drive New Jersey Insurance Company
NAIC Number: 11410
August 7, 2022
Page 1 of 1

Certificate of Insurance

Certificate Holder

Evan Dilluvio
976 Old School House Road
Blairstown, NJ 07825

Insured

Evan Dilluvio
Kara Venella
976 OLD SCHOOL HOUSE ROAD
BLAIRSTOWN, NJ 07825

Agent

PROG COMMERCIAL
PO BOX 94739
CLEVELAND, OH 44101

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies. Liability coverage may not apply to all scheduled vehicles.

Policy Effective Date: Jun 6, 2022

Policy Expiration Date: Jun 6, 2023

Insurance coverage(s)

Limits

Bodily Injury/Property Damage

\$500,000 Combined Single Limit

Uninsured/Underinsured BI

\$500,000 Combined Single Limit

Uninsured/Underinsured PD

(included in combined single limit w/\$500 Ded)

Description of Location/Vehicles/Special Items

Scheduled autos only

2016 TOYOTA PRIUS C JTDKDTB38G1128884

Medical Expense

\$15,000

Extended Medical Payments

\$1,000

Comprehensive

\$1,000 Ded

Collision

\$1,000 Ded





EVANDIL-01

MCRUZ1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
RPM Insurance Agency
201 Edward Curry Ave
Suite 202
Staten Island, NY 10314

CONTACT NAME: House - RPM RPM Insurance Agency

PHONE
(A/C, No, Ext):FAX
(A/C, No):

E-MAIL ADDRESS: none@acrisure.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Hartford Underwriters Insurance Company

30104

INSURER B: Sentinel Insurance Company, Ltd

11000

INSURER C: Lloyd's

524210

INSURER D:

INSURER E:

INSURER F:

INSURED

Evan Dilluvio Tree Consulting
976 Old School House Rd.
Blairstown, NJ 07825

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER: AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ B WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) ☐ Y/N ☒ Y If yes, describe under DESCRIPTION OF OPERATIONS below C Professional Liability			10SBMAS1AVC	6/1/2022	6/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ DED \$ RETENTION \$ X PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Aggregate 1,000,000
				10WEGAS1AWH	6/1/2022	6/1/2023	
				ANE5131222	6/1/2022	6/1/2023	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

The Township of West Orange
66 Main Street
West Orange, NJ 07052

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

TAXPAYER NAME

ELIZABETH W

ADDRESS:

4520 ROAD

ELIZABETH NJ 08844

EFFECTIVE DATE:

01/01/07

TRADE NAME

TRIPLE CONSULTRY ARTISANAL ICE

SEQUENCE NUMBER:

190388

ISSUANCE DATE:

02/20/07



03/14/08 08:08:08

THIS CERTIFICATE IS NOT FOR SALE

Board of
Tree Experts



State of
New Jersey

Hereby Certifies the Goodstanding of
Evan W Dilluvio

License No. 291296

Reg No. LTE 504

ASA

Licensed Tree Expert

12/31/23

Expires



State of New Jersey
Board of Tree Experts



Tree Expert and Tree Care Operator Licensing Act

This Certifies That

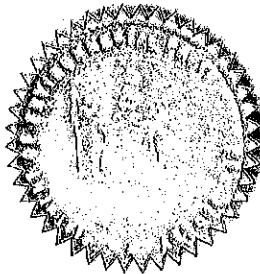
EVAN W DILLUVIO

LTE #504

*In Accordance With The Provisions Of Chapter 237, P.L. 2009, Has Been Duly
Examined Or Accepted In Reciprocity And Licensed To Practice As A*

Licensed Tree Expert

Licensed No. #291296
December 31, 2023
Expiration Date



In Witness Whereof, I have
hereunto caused the Seal of
the State of New Jersey to be
affixed. Steve M. Chisholm,
President Board of Tree
Experts

This certificate may not be transferred or assigned and may be revoked or suspended for cause by the Board of Tree Experts