

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, July 6, 2022 at 10:00am

Original

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 calendar year. The submission date is Wednesday, July 6, 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:

New Jersey approved Forester, New Jersey licensed tree expert, or an International Society of Arboriculture approved arborist for Private Property

New Jersey approved Forester, New Jersey licensed tree expert, or an International Society of Arboriculture approved arborist for Public Rights of Way and Public Properties

Please submit sealed request for qualifications no later than Wednesday, July 6, 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. This Request for Qualification "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 or through December 31, 2022 whichever is sooner.

PERIOD OF CONTRACT

In the event respondent's services are chosen during this 12 month contract period or through December 31, 2022 whichever is sooner. 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 Qualification, 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.

New Jersey Approved Forester, New Jersey licensed tree expert or an International Society of Arboriculture approved arborist for Public Rights of Way, Public Properties and Private Properties

PRIVATE PROPERTY

- Tree Protection and Removal Ordinance
- Issues or Denies Tree Removal Permits or issues an Exemption from the Ordinance requirements
- Determines if trees are viable or non-viable
- Inspects stumps of trees removed on an emergency basis pursuant to the Exemption criteria within 48 hours of notification
- Consults with Land Use Board Engineer for all new Land Use Applications for compliance with Ordinance. Consults with Land Use Engineer on Landscaping Plan including selection of species appropriate for the West Orange area and the purpose for which the planting is made
- Prepares a monthly report of trees removed by permit or by exemption. Report to include address, species and tree size, and if tree was viable or not viable
- Issues summonses for violation of the Ordinance
- Appears in Municipal Court as a Licensed Tree Expert when necessary
- Private Property Owners
- Advises owners, upon request, of tree conditions on their property
- Recommends, based on tree's condition, actions by property owner
- Advises owners on suitability of tree species for planting
- Property Maintenance
- Consults with Property Maintenance Inspectors on conditions of trees on private property
- Determines if trees are dead or hazardous and if removal or pruning is warranted

- Issues written notice to property owners of hazardous or dead trees on private property
- Issues summonses for failure to correct conditions cited by written notice
- Appears in Municipal Court as Township's Tree Expert
- Advisory Boards
- When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission

Other

All memos, reports, letters, permits and other documents are to be prepared by the Professional and his/her staff without using the staff of the Public Works Department or the Engineering Division.

The Township will provide within the Public Works Building 25 Lakeside Avenue, West Orange a work area, a telephone land line and internet access during regular Department business hours.

The Professional is responsible for his/her transportation both to and within West Orange.

PUBLIC RIGHTS OF WAY AND PUBLIC PROPERTIES

- Public Works
- Conducts Windshield Survey of conditions of trees along Public Rights of Way and provides a quarterly report unless an imminent hazard is observed
- Conducts a survey of conditions of trees on public properties and provides an annual report for each property unless an imminent hazard is observed
- Advises the Department including the Director, Superintendent and Shade Tree Supervisor of tree maintenance services including tree removals required on Public Rights of Way and public property
- Prepares a monthly report of trees removed indicating location, species and size.
- Prepares a monthly report of tree maintenance
- Assists in the preparation of specifications and bid documents for tree removal, tree maintenance and emergency and non-emergency tree services for both public rights of way and public property
- Assists in the preparation of specifications and bid documents for tree planting

- Selects public tree planting locations, selects species, inspects and selects trees at nursery. Provides periodic inspection during planting and one year after planting to identify dead trees for replacement
- Applies for Tree City USA Certification
- Writes and prepares a Community Forestry Management Plan every five years
- Works with the Township's Grant Writer on grants related to tree conservation, tree maintenance and tree planting
- Arranges Arbor Day tree planting and ceremonies
- Coordinates with Public Works and private contractors for disaster clean up
- Advisory Boards
- When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission

Other

All memos, reports, letters and other documents are to be prepared by the Professional and his/her staff without using the staff of the Public Works Department or the Engineering Division.

The Township will provide within the Public Works Building 25 Lakeside Avenue, West Orange a work area, a telephone land line and internet access during regular Department business hours.

The Professional is responsible for his/her transportation both to and within West Orange

SECTION 2

INTRODUCTION OF GENERAL INFORMATION

2.1 Introduction and Purpose

The Township of West Orange is soliciting Qualification Statements from interested persons and/or Firms for the provision of various Professional Services for the Township of West Orange. Through a Request for Qualification (RFQ) process described herein, the Township will create a prequalified list of professionals that can provide such services. The Township will first consider companies for such services that respond to this RFQ. The Qualification Statement submission shall include all the information required to be included as described herein. The Township intends to qualify respondents' professional and administrative capabilities to provide proposed services, and will agree to work under the compensation terms and conditions determined by the Township.

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:

This RFQ does not commit the Township of West Orange to issue a Request for Proposal.

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, July 6, 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 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: Evan Dittman / 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.

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) Evan Dilluvio

Subscribed and sworn to

Before me this day June 30 of 20 22

AFFIANT Evan Dilluvio

NOTARY PUBLIC OF New Jersey
MY COMMISSION EXPIRES: 20 27

Nicole J. Priestner
NICOLE J. PRIESTNER
Commission # 50055320
Notary Public, State of New Jersey
My Commission Expires
February 22, 2027

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:

Evan Dilluvio ED Arborists and Foresters

6/28/22 (Date)

Evan Dilluvio / Owner
(Printed Name and Title)

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

TOWNSHIP OF WEST ORANGE

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 Rd

Blauvelt, NJ 07825

Stockholders

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Evan Dilluvio
Owner or Representative Signature

Evan Dilluvio / owner
Print Name & Title

NOTARY PUBLIC

Sworn before me this day of June 30 2022.

Nicole J. Priestner

NICOLE J. PRIESTNER
Commission # 50055320
Notary Public, State of New Jersey
My Commission Expires
February 22, 2027

NON-CONFLICT OF INTEREST CERTIFICATIONREQUEST FOR QUALIFICATIONS
FORProfessional Services, NJ Tree Expert
(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: 6/28/22

TOWNSHIP OF WEST ORANGE, NEW JERSEY

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.

Please see attached.

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

Please see attached.

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

Please see attached.

4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:

Please see attached.

Authorized Representative Evan Dilluvio (print name)

Authorized Representative Evan Dilluvio (signature)

Telephone # 908-679-2087

FAX # —

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
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
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If you have NOT made any contributions within the scope of Section 2-68.1, as set forth above, please indicate here NONE .

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: 6/28/22

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: Evan Dilluvio
Title: Owner Date: 5/28/22

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

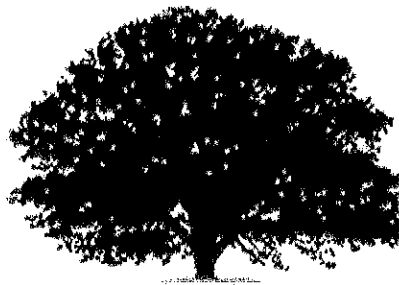
PROFESSIONAL SERVICE TITLE: New Jersey Tree Expert (Licensed)

SUBMISSION DATE: Wednesday, July 6, 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.



Evan Dilluvio

ED Arborists and Foresters

976 Old School House Road, Blairstown, NJ 07825

908-619-2087

dilluvioevan@gmail.com

RFQ

Professional Services

NJ Licensed Tree Expert

Township of West Orange

July 6, 2022

I Evan Dilluvio, owner of ED Arborists and Foresters, is interested in the position of Professional Service NJ Licensed Tree Expert for the Township of West Orange and I am submitting my qualifications. I have been an Arborist/Forester for over 25 years. For twelve years I served as a Forester for the NJDEP Forest Service Community Forestry Program. Currently I am the owner of a consulting arborist company serving state, municipal, private contractors and home owners since 2002. Being a civil servant for the NJDEP and owner of a consulting business has sharpened my professionalism while giving me the experience, skills and unbiased opinion to serve the residents of NJ. The work experience and skills I possess demonstrate my qualifications and ability to perform the required duties of the position.

As a Forester for NJDEP I performed Tree surveys for the "Big Tree Program" throughout the Town of West Orange. These surveys were conducted during a span of 10 years which has made me familiar with the Township. I also assisted the Township in receiving core training from seminars given at state functions such as NJ Federation Meeting.

West Orange is less than 1 hour of my office and my services can be provided on a very timely basis as per need of Township. Below is company information, references and experience from previous work as related to position.

1. Company Name: ED Arborists and Foresters, 2007 – Present

- **976 Old School House Road
Blairstown, NJ 07825**

- Owner: Evan Dilluvio, NJ Licensed Tree Expert #504, submitting RFQ and key contact
- Rutgers University, BS Natural Resource Management, Urban Forestry Minor
- Consulting company specializing in arboriculture, forestry and horticulture consulting services.
- Sole Proprietor owned with 1 full time employee and 1 part time consulting employee.
- Commercial insured vehicle used
 - Available to work as per needs of Township including meetings anytime
- Cell phone and iPad for office use
 - Experience in ITREE and Arbor Pro software
- Arborists tools owned

2. References

- Paul Miller, Department Manager, Amy Greene-Davey Resource Group, (908)448-6798 (NYC contracts)
- Rosa Yoo, Regional Forester, NJ Forest Service (609) 306-2433 (NJDEP Forest Service Position)
- Rich Wolowicz, Arborist, VP NJ Board of Tree Experts, Owner RichView Consulting, (973-220-6797 (NJDEP Forest Service, Community Forestry Council, LTE Board)
- Todd Wycoff, Chief, NJ Forest Service (609) 292-2532 (NJDEP Forest Service Position)
- Alec McCartney, Assistant Regional Forester, NJ Forest Service (732) 928-0029 (NJDEP Forest Service Position)
- Erik Peterson, NJ State Assemblyman, (908) 894-5269, (Professional Hunterdon County contact)
- 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)
- Michael Carelli, Clerk, Borough of Oakland and Riverdale NJ, (201) 337-7701 (Tree inventory main contact)
- Yogesh Ramanan, Owner, PE, YOR Engineering NJ, NY, (732)672-0997 (NYCDDC contracts)
- Tom Nicholas, Landscape Architect, Port Authority NY, NJ, (551)222-5397 (Newark Airport contact)
- Andy North, Parks Purchasing Manager, Monmouth County Parks, (732)-842-4000 (Monmouth county parks contract)

3. Experience Related to Position

- **Evan Dilluvio**
Regional Forester 2002-2016

State of New Jersey
Department of Environmental Protection
New Jersey Forestry Services
Community Forestry Program

Work Performed

- ***NJDEP Community Forestry Program***
 - Meet with municipalities to assist in management plan writing
 - Read and review plans and executed final approvals
 - Help communities with grants for CFMPs
 - Worked intensely with following municipalities to write and get first management plan approved: 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.
 - Created Core Training course and presented training at multiple NJDEP Core training events
 - Lecture around NJ for Community Forestry Program
 - Trained municipalities in Hazardous Tree ID and assessment.
 - Trained municipalities in Tree Planting and management
- ***Event Planning***
 - Co-plan the annual State Arbor Day Celebration.
 - Interface with municipal and non-profit agencies as well as volunteer groups in the arrangements for the event.
 - Organize the ceremonial tree planting media event and coordinate photo opportunities for dignitaries at the ceremony.
 - Coordinate targeted advertising and timely outreach to participants and local area residents
- ***Manage Northern Region NNL Program***
 - Under the supervision of the Chief Forester in the Department of

Environmental Protection coordinated, implemented, developed, oversaw, planned, and managed all aspects of the New Jersey northern region No Net Loss Reforestation Act (P.L. 1993 c. 106 C.13:11-14.2).

- Manage and coordinate administrative aspects of the New Jersey northern region No Net Loss Reforestation Act
 - Compliance for all State entities and municipalities
- Inspect contractor work on utility ROW within state lands and roads
- Prepare and present monthly technical reports to the NJ Community Forestry Council
- Determine and enforce all deadlines that relate to No Net Loss Reforestation plan submissions from State entities and compliance inspections
- Review No Net Loss Reforestation municipal grant applications for compliance with the established guidelines
- Develop and coordinate an outreach program designed for the municipalities eligible to apply for grant monies
- Coordinate grant meetings with municipal representatives to initiate the application process
- Independently represent the Bureau of Forest Management to the State entities and municipalities throughout New Jersey at local governmental meetings

- ***NJ Big Tree Program***

- Independently became the New Jersey State Big Tree Coordinator. Coordinate and facilitate the verification and validation of Champion Tree nominations for the New Jersey Big Tree Program.
- Prepare technical reports and calculations following on-site evaluations and measurements
- Coordinate meetings with the public to measure for verification nominated champion trees.
- Coordinate the compilation of data for inclusion in the New Jersey Big Tree Registry and National Big Tree Registry.
- Developed the Big Tree Website
- Worked with volunteers statewide to coordinate the discovery, identification, and measurement of candidate trees.
- Arbor Pro software and ITree used for data input and report creation

- ***Licensed Tree Expert Program***

- On the Board of Tree Experts as state representative
 - Oversaw the board to follow state guidelines
- Researched and created the NJ Licensed Tree Operator Exam "LTO"

- Coordinated and implemented LTE study sessions
 - Coordinated and implemented LTE exams
 - Answered questions from the public in regards to tree diagnosis
 - Diseases and pests
 - Hazardous trees
 - Created informational brochures for upcoming LTE/LTO
 - Represented the state during Board of Tree Expert meetings
 - Lectured around NJ to promote and educate residents of Licensing
- ***Cool Cities Initiative***
 - Manage, coordinate and implement the statewide Cool Cities Initiative tree planting program
 - Develop the protocol necessary to run the program
 - Inventoried and surveyed areas using data input into ITree program for specific reporting
 - Wrote the contract and created RFP package to go out to vendors
 - Specifications written and bid on by potential contractors
 - Identify potential tree planting locations
 - Homeowners tree requests inspected
 - Held pre bid meetings
 - Conduct outreach activities including tree planting kick-off ceremonies, and volunteer programs
 - Coordinate daily field work programs and provide the Assistant Director with weekly tree planting reports
 - Coordinate and setup contractor work crews for daily work activities
 - Inspect work being performed
 - Secured and tagged over 25,000 trees at nurseries based on specifications for contractor to plant
 - ***NJ Parks and Forestry Hazardous Tree Inventory:***
 - NJ Parks were surveyed and inventoried to compile a tree data list and maps of areas in need of tree work/removals deemed hazardous to the public.
 - Round Valley Recreation Area
 - Worthington State Forest
 - Spruce Run Recreation Area
 - Wawaywanda SP
 - Kittatinny Valley SP
 - High Point SP

- Entire State Park locations inventoried for hazardous trees
- Focus was on buildings, campsites, day use areas, administrative office areas, trail heads, trails, access roads, maintenance areas and roads within and surrounding State Parks
 - Mapping using Arc GIS and Spreadsheets created
 - Detailed management Plans written for Parks and Forestry RFPs
 - Prepared Bid specifications
- ***NJ State Mental Institution, Trenton NJ***
 - Hazard Tree Inventory Performed
 - Entire location inventoried
 - Mapping and Spreadsheets created using Arc GIS and Tree Plotter
 - Management Plan written for Institute Maintenance
 - Coordinate Tree Crews for tree maintenance activities
 - Inspect tree work

▪ **ED Arborists and Foresters**

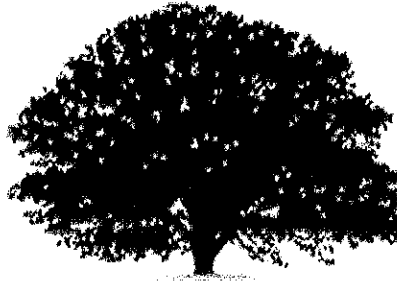
Evan Dilluvio

Projects:

- Tree Consultant/Arborist
- **Unbiased opinions and determinations to public and private tree owners**
- **Monmouth County Parks Department NJ, Mt Mitchel Overlook and Thompson Park contracts**
 - Survey and inspect Mt Mitchel overlook area and compile a report to give professional tree removal and pruning recommendations for the future construction of a trail system with overlook viewing areas
 - Thompson Park Tree assessment
 - Inspect and asses specific trees with in park and compile a report with recommendations for treatments if any
- **Franklin Lakes, NJ, Assistant Licensed Tree Specialist (Part Time)**
 - Responsible for Tree Removal/Grading permits for Township
 - Issue and deny tree removal permits
 - Summons issued per violation of ordinance
 - Variance applications and tree planting recommendations
 - Ash tree inventory for Emerald Ash Borer mitigation.
 - Respond to Homeowners requests/issues
 - Assist in keeping Townships CFMP in approved status
 - Apply for Stewardship Grants for Tree Inventory/planting
- **Oakland Borough, NJ, Tree Inventory for CFMP objectives**
- **Riverdale Borough, NJ, Tree Inventory for CFMP objectives**
- **Farmland Woodlot Management plans written**
 - Multiple clients throughout Northern NJ

- **Private homeowner services**
 - Hazard Tree evaluation
 - Pest and disease diagnosis
 - Referring tree care companies to perform work

- **NYCDPR**
 - **Represent NYDPR as Licensed Tree Expert**
 - Enforce protection of city owned trees
 - Hazard Tree Inventory and Removal Plans
 - Work with engineer and contractor with any tree related issues
 - Work with NYDPR to obtain any necessary permits
 - Inventory Tree species within construction area
 - Inventory Survey Possible Tree Planting locations to meet DPR Restitution requirements for contractor
 - Supply engineer and contractor daily reports
 - **Tree Preservation, and Sidewalks**
 - Ratings on Hazardous sidewalk and Tree issues in Residential areas
 - Permit inspection on tree removals
 - Design sidewalk replacements around city owned trees
 - Supervised tree preservation contracts
 - Tree root excavation and removal inspections
 - Concrete sidewalk activities and permit inspections



Evan Dilluvio
ED Arborists and Foresters
976 Old School House Road, Blairstown, NJ 07825
908-619-2087
dilluvioevan@gmail.com

Price for Professional Services

License Tree Expert

RFQ Township of West Orange

- **Hourly Rate: \$80.00**
- **Mileage within Township of West Orange while on duty:
(Current IRS Federal Rate per Mile)**

Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System

- Main Menu
- Help

Translate this Page Select Language Translation Disclaimer

View My Submissions

Submitted Date from: 5/11/2022 Submitted Date to:

Form Type: ALL Search Reset

My Submissions

View Submission						
Original Form	Approved Form	Required Action	Submission ID	Form Type	Submission Status	Payment
View	View Certificate	None	127139	Initial AA302	Submission approved	Approved
					Data Added	
					5/20/2022 9:39 PM	

Revenue: Home | Registrations | Certifications | Tax Filings | NUBGS | Refund Policy | Contact us

Treasury: Home | Services | People | Businesses | Divisions/Agencies | Forms | Contact Us

Statewide: NJ Home | Services A to Z | Departments/Agencies | FAQs

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Dear Business Representative,

Thank you for your recent filing with the State of New Jersey. Following is a confirmation of your fee 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:	05/20/2022
Paid Amount:	\$150.00
Convenience Fee:	\$3.50
Total Paid Amount:	\$153.50
Confirmation Number:	e13fa5e7-aded-442b-83f7-35e985ac5427
Form Name:	Initial AA302
Form Description:	Employee Information Report (AA302 Initial)

Please allow at least one (1) business day for your payment to post to your account.

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 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: Lincroft
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.

Job Categories	MALE Black	MALE Hispanic	MALE Amer. Indian	MALE Asian	MALE Non-MIN	MALE 2 or More Races	MALE TOTAL
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

Job Categories	FEMALE Black	FEMALE Hispanic	FEMALE Amer. Indian	FEMALE Asian	FEMALE Non-MIN	FEMALE 2 or More Races	FEMALE TOTAL
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



EVANDIL-01

MCRUZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/16/2022

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 ☐ PROJECT ☐ LOC OTHER:			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
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) ☒ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	10WECAS1AWH	6/1/2022	6/1/2023	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liabli			ANE5131222	6/1/2022	6/1/2023	Aggregate \$ 1,000,000

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

CERTIFICATE HOLDER

Town of Morristown
200 South Street, PO Box 914
Office of Mayor/Administrator
Morristown, NJ 07963

CANCELLATION

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

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
May 27, 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



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

DILLUVIO, EVAN W

ADDRESS:

345 ZION ROAD
HILLSBOROUGH NJ 08844

EFFECTIVE DATE:

03/01/07

TRADE NAME:

TREE CONSULTING ARBORICULTURE

SEQUENCE NUMBER:

1303880

ISSUANCE DATE:

02/20/07


Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



**State of New Jersey
Board of Tree Experts**

Tree Expert and Tree Care Operator Licensing Act

This Certifies That

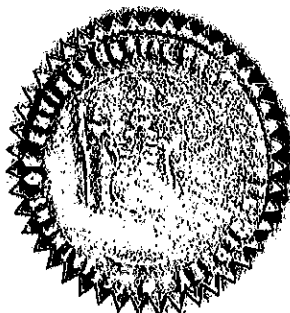
EVAN W DILLUVIO

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

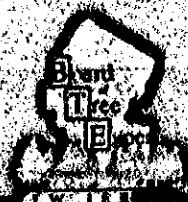
**Licensed No. #291296
December 31, 2023
Expiration Date**



**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

**Board of
Tree Experts**



**State of
New Jersey**

Hereby Certifies the Goodstanding of

Evan W Dilluvio

License No. **291296**

Reg No. **LTE 504**

**As A
Licensed Tree Expert**

Expires:

12/31/23