STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY UNSPECIFIABLE SERVICE

TO: Members of the Governing Body

FROM: Name and Title of the Contracting Unit’s Designated Administrative Official

DATE: ____________________________

SUBJECT: This is a contract for ___________________________________________

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: _______________________________________________________________

Cost: _______________________________________________________________

Duration: ____________________________________________________________

Purpose: ____________________________________________________________

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

1. Provide a clear description of the nature of the work to be done.
   (Provide a complete description)

2. Describe in detail why the contract meets the provisions of the statute and rules:
   (Do not just rewrite or paraphrase the statute or rule, or merely state a desire to have a
   reliable job performed – provide a complete explanation. However, pursuant to N.J.S.A.
   40A:11-5(1)(m), it is permissible by law that insurance contracts and/or services can cite the
   statutory provision)

3. The service(s) is of such a specialized and qualitative nature that the performance of
   the service(s) cannot be reasonably described by written specifications because:
   (Describe why it is “qualitative in nature requiring the need for expertise, extensive training
   and proven reputation”. Provide a complete explanation why it is not reasonably possible
   to draft specifications Please note this provision does not apply to insurance contracts
   and/or services and should thus be marked as non-applicable.))

4. Describe the informal solicitation of quotations:
   (List vendors contacted, prices and terms provided. If this has not been done explain in detail).
   The lowest quotation is: (If no quotation(s) is received, explain why in detail)

5. I have reviewed the rules of the Division of Local Government Services pursuant to
   N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an
   extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

Name________________________ (Signature)
Title________________________

(Original to be retained by governing body’s Clerk with the affirmed copy of the resolution; signed
duplicate to be kept by appropriate official.)

10-02-02