

**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.)*