

## NOTICE

TO ALL INTERESTED PARTIES. PLEASE BE ADVISED THAT THE CITY OF ORANGE TOWNSHIP (HEREAFTER "CITY"), A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY, WILL BE ACCEPTING QUALIFICATION STATEMENTS IN RESPONSE TO REQUESTS FOR QUALIFICATIONS FOR THE FOLLOWING SERVICES:

**LEGISLATIVE RESEARCH OFFICER SERVICES:** THE CITY IS SEEKING A QUALIFIED INDIVIDUAL TO PERFORM THE FOLLOWING SERVICES SET FORTH IN THE CITY OF ORANGE TOWNSHIP MUNICIPAL CODE SECTION 4-16:

A. The LEGISLATIVE RESEARCH OFFICER shall be available to the Municipal Council at all regular and special meetings. He/she shall draft resolutions and ordinances for any member of the Council when and as requested.

1. All ordinances and resolutions shall be submitted to the requesting Council member for review and approval.
2. Council members shall make their request for drafting an ordinance or resolution to the LEGISLATIVE RESEARCH OFFICER in writing.
3. The LEGISLATIVE RESEARCH OFFICER shall respond no later than forty-eight (48) hours after receipt of the written request with a timeline required to complete request.

B. The LEGISLATIVE RESEARCH OFFICER shall attend all meetings as set forth below:

1. Municipal Council meetings.
2. Special meetings of the Municipal Council.
3. Municipal Council Subcommittee meetings (as requested by the Chairperson of the respective Committee).

QUALIFICATION STATEMENTS MUST BE RECEIVED BY THE CITY **NO LATER THAN 11:00 A.M. ON MAY 6, 2021**, AND MUST BE MAILED/RECEIVED OR HAND-DELIVERED TO THE CITY OF ORANGE TOWNSHIP'S LAW DEPARTMENT, ATTENTION: GRACIA ROBERT MONTILUS, CITY ATTORNEY, ORANGE CITY HALL, 29 NORTH DAY STREET, FRONT SECURITY DESK, ORANGE, NEW JERSEY 07050. QUALIFICATION STATEMENTS FORWARDED BY FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED. QUALIFICATIONS SENT EITHER BY MAIL OR COURIER SERVICE MAY BE RECEIVED BY THE LAW DEPARTMENT BUT THE CITY SHALL NOT BE RESPONSIBLE FOR THE LOSS, NON-DELIVERY, OR PHYSICAL CONDITION OF PROPOSAL STATEMENTS SENT BY MAIL OR COURIER SERVICE. QUALIFICATION STATEMENTS MUST BE SUBMITTED INDIVIDUALLY IN A SEALED ENVELOPE.

COPIES OF THE CITY'S REQUEST FOR QUALIFICATIONS CAN BE OBTAINED BY EMAILING: BEATRICE HACKETT EMAIL ADDRESS: [BHACKETT@ORANGENJ.GOV](mailto:BHACKETT@ORANGENJ.GOV). OR THE CITY WEBSITE: [WWW.CLORANGE.NJ.US](http://WWW.CLORANGE.NJ.US) UNDER THE BUSINESS TAB – BIDS AND SOLICITATIONS OR [HTTP://ORANGETWPNJCC.ORG](http://ORANGETWPNJCC.ORG) UNDER THE FORMS AND DOCUMENTS TAB – FORM/APPLICATION NAME.

QUALIFICATION STATEMENTS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH THE PAY-TO-PLAY LAW, N.J.S.A. 19:44A-20.5 ET SEQ. AND THE MUNICIPAL ORDINANCES OF THE CITY OF ORANGE TOWNSHIP.

QUALIFIED RESPONDENTS MUST BE APPROVED BY RESOLUTION OF THE ORANGE CITY COUNCIL.