

# **CITY OF ORANGE TOWNSHIP**



## **REQUEST FOR QUALIFICATIONS FOR LEGISLATIVE RESEARCH OFFICER FOR THE CITY OF ORANGE TOWNSHIP ORANGE MUNICIPAL COUNCIL**

**CITY OF ORANGE TOWNSHIP**

### **SUBMISSION DEADLINE**

**Time 11:00 A.M.**

**Date: April 7, 2021**

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

**Adrian Mapp  
Director of Finance  
Qualified Purchasing Agent  
The City of Orange Township  
29 North Day Street  
Orange, New Jersey 07050  
(973) 952-6115**

## **GENERAL INFORMATION & SUMMARY**

### **ORGANIZATION REQUESTING PROPOSAL**

The City of Orange Township  
29 North Day Street  
Orange, New Jersey 07050

### **CONTACT PERSON**

**Adrian Mapp**  
**Director of Finance**  
**Qualified Purchasing Agent**  
**The City of Orange Township**  
**29 North Day Street**  
**Orange, New Jersey 07050**  
**(973) 952-6115**

### **PURPOSE OF REQUEST**

The City of Orange Township (hereafter the “City”) is requesting proposals from qualified individuals and firms to provide Legislative Research Officer Services for the Orange Municipal Council. Proposals will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). If selected, the governing body will approve a resolution listing the individual and/or firms as Legislative Research Officer based on an hourly rate of compensation established by the City of Orange. **The contract term will not exceed one (1) year from the date of the award.**

### **FORM AS TO SELECTION**

If selected to provide services, the successful Respondent shall be forwarded a letter of engagement that shall be binding on the Respondent and/or Respondent’s firm, which includes indemnification, insurance, termination and licensing provisions. It is also agreed and understood that the acceptance of the representation shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this award.

**DETAILED REQUIREMENTS OF THE  
REQUEST FOR QUALIFICATIONS FOR  
LEGISLATIVE RESEARCH OFFICER**

**GLOSSARY**

The following definitions shall apply to and are used in this Request for Qualifications (RFQ):

"City" - refers to the City of Orange Township Municipal government.

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

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

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

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Qualification Statement.

**SECTION 1**

**INTRODUCTION AND GENERAL INFORMATION**

**1.1. Introduction and Purpose.**

The City is soliciting Qualification Statements from interested persons and/or firms for the provision of services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the City).

The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

## **1.2. Procurement Process and Schedule.**

The selection is in accordance with the "New Jersey Local Unit Pay-to-Play" Law and municipal ordinances establishing the "pay-to-play" criteria. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive fair and open 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 the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the City Attorney. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the members of the City Council in consultation with the City Attorney will determine which Respondents are qualified (professionally, administratively and financially).

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

Qualification Statements must be submitted to, and be received by, the Office of the City Attorney via mail or hand delivery, by 11:00 a.m. on April 7, 2021 at 11:00 a.m. **Qualification Statements will not be accepted by facsimile or e-mail transmissions.**

Subsequent to issuance of this RFQ, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

**ACTIVITY DATE**

- 1.1.** Issuance of Request for Qualifications: March 25, 2021.
- 1.2.** Receipt of Qualification Statements: April 7, 2021.

**1.3. Conditions Applicable to RFQ.**

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

- \* This document is a RFQ and does not constitute a Request for Proposals (RFP).
- \* This RFQ does not commit the City to issue an RFP.
- \* All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- \* The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- \* The City 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 the requirements of this RFQ.
- \* The City 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 City and will not be returned.

- \* All Qualification Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- \* The City may request Respondents to send representatives to the City for interviews.
- \* Any and all Qualification Statements not received by the City Attorney by 11:00 a.m. on April 7, 2021, will be rejected.
- \* Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

**1.4. Rights of City.**

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- \* To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- \* To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- \* To waive any technical non-conformance with the terms of this RFQ.
- \* To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- \* To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.

- \* To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- \* The City shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**1.5. Addenda or Amendments to RFQ.**

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

**1.6. Cost of Qualification Statement Preparation.**

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

**1.7. Qualification Statement Format.**

Qualification Statements must cover all information requested in this RFQ. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**SECTION 2**

**SCOPE OF SERVICES**

It is the intent of the City to solicit Qualification Statements from Respondents that have expertise in the provision of Legislative Research Services to the Orange Municipal Council as described below and as set forth in the attached Notice of Solicitation for Responses. Respondents must demonstrate that they will have the continuing capabilities to perform these services.

The City is seeking an individual or firm that will provide Legislative Research Services to the Orange Municipal Council as directed by the City Council in accordance with municipal ordinance.

The Legislative Research Officer shall perform the duties set forth in the Orange Municipal Code governing the Legislative Research Officer position.

### **SECTION 3**

#### **SUBMISSION REQUIREMENTS**

##### **3.0. Minimum Qualifications:**

###### **Minimum Qualifications and Response Requirements**

In order for an individual's or firm's proposal to be considered by the City, interested parties submitting proposals in response to this solicitation must meet the following:

- A. Must have at least 10 years of experience in all phases of municipal law and extensive knowledge experience in the application of Title 40 and 40A of New Jersey;

##### **3.1. General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

##### **3.2. Administrative Information Requirements.**

All statements of qualifications and proposals for this RFQ shall include at a minimum the following information:

1. Names of the individuals who will perform the required tasks;
  - a. Identify the person who will be primarily responsible for these services required by the City of Orange Township;
  - b. Identify persons who will serve as backup to the primary person. Attach a resume of both the primary and backup contact persons.



2. List of references;
  - a. Provide the names and addresses and telephone numbers of persons who can verify your experience and record of success.
3. Ability to provide services in a timely manner;
  - a. Describe staffing;
  - b. Describe familiarity with the services required in the City of Orange Township;
  - c. Identify the business address of the key staff that will be responsible for providing services under the contract.
4. Whether or not the respondent has any disciplinary matters pending or has had a suspension of license. If so, provide an explanation concerning the disciplinary matter and/or suspension.
5. Certification that the respondent is not currently suspended from the practice of law.
6. Respondent shall provide a brief description of any conflicts of interests.

#### **SECTION 4**

#### **INSTRUCTIONS TO RESPONDENTS**

##### **Submission of Qualification Statements.**

Respondents must submit an original and five (5) copies of their Qualification Statement to the Designated Contact Person:

Qualification Statements must be received by the City no later than April 7, 2021 at 11:00 a.m., **and must be mailed or hand-delivered.** Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

## **SECTION 5**

### **EVALUATION**

The City's objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Orange. The City will consider Qualification Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ.

Qualification statements will be evaluated by the City on the basis of which is most advantageous, experience and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of the municipal corporations; and
3. Availability to accommodate the required meetings of the City; and
4. Pertinent government experience; and
5. Other factors demonstrated to be in the best interest of the City.

The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. The City will make the award(s) that is in the best interest of the City.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ except as otherwise stated. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to not select any of the Qualification Statements.

The City shall not be obligated to explain the results of the evaluation process to any Respondent

## **SECTION 6**

### **GENERAL TERMS AND CONDITIONS**

1. The City reserves the right to reject any or all Qualification Statements, if necessary, or to waive any informalities in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.
2. Each Qualification Statement must be signed by the person authorized to do so.
3. Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification

Statements unopened. Qualification Statements will not be accepted by facsimile or e-mail.

4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the period of engagement, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause: (b) 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, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.
5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City Attorney's decision shall be final and conclusive.

8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.

**END OF GENERAL INSTRUCTIONS**

**ALL OF THE  
FOLLOWING  
DOCUMENTS  
MUST BE  
INCLUDED  
WITH  
PROPOSAL**

CITY OF ORANGE TOWNSHIP

CHECKLIST

**PROFESSIONAL SERVICE: Legislative Research Officer**

**SUBMISSION DATE: April 7, 2021 at 11: A.M.**

The following items, as indicated below (x), shall be provided with the receipt of sealed submissions:

Bidder's Affidavit .....	_____X_____
Non-Collusion Affidavit .....	_____X_____
Disclosure of Ownership Form .....	_____X_____
Insurance Requirement Acknowledgement Form .....	_____X_____
Mandatory Equal Employment Opportunity Notice Acknowledgement ...	_____X_____
Copy of your Certificate of Employee Information Report .....	_____X_____
Copy of your Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue .....	_____X_____
Professional Service Entity Information Form .....	_____X_____
Qualification Submission Form .....	_____X_____
Acknowledgement of Corrections, Additions or Deletions Form .....	_____X_____
Statement of Indebtedness Form .....	_____X_____
Agreement for Payment of Commodity/Service Form .....	_____X_____
Disclosure of Investment Activities in Iran.....	_____X_____
Letter of Intent .....	_____X_____
Letter of Qualification .....	_____X_____
Business Entity Disclosure Certification .....	_____X_____

Reminder: Please submit one (1) original and five (5) copies of the sealed submission.

# **BIDDER'S AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he  
resides at \_\_\_\_\_  
\_\_\_\_\_

and that he is the \_\_\_\_\_  
**(Title)**  
of \_\_\_\_\_  
**(Name of Organization)**

who signed the above Proposal of Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a 10% or greater interest in compliance with P.L. 1977, Chapter 33, effective as of March 8, 1977.

\_\_\_\_\_  
**Affiant**

Subscribed and Sworn before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 21

\_\_\_\_\_  
**(Notary Public)** **(Seal)**

\_\_\_\_\_  
**(Commission expiration date)**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY )

) SS:

COUNTY OF )

I, \_\_\_\_\_ of the City/Township of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

of full age, being duly sworn according to the law on my oath depose and say that:

I am, \_\_\_\_\_ (Title)

(a partner, or officer of the firm of, etc.)

of the firm of \_\_\_\_\_

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the CITY OF ORANGE, NJ relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

(Name of Contractor)

\_\_\_\_\_  
(Also type or print name of affiant under signature)

Subscribed and sworn to

before me this \_\_\_\_\_ day

of \_\_\_\_\_ 21 \_\_\_\_\_

\_\_\_\_\_  
Notary Public of: \_\_\_\_\_

My commission expires: \_\_\_\_\_

(11/99)



# OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with RFQ Submission

Name of Business \_\_\_\_\_

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.

OR

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

OR

I certify that there are no stockholders

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Other (describe) \_\_\_\_\_

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of

\_\_\_\_\_,  
20 \_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

\_\_\_\_\_  
(Corporate Seal)



# AFFIRMATIVE ACTION AFFIDAVIT

(Items No. 2 through Item No. 6 to be completed  
by firms with less than 50 employees)

STATE OF NEW JERSEY )  
COUNTY )

I, \_\_\_\_\_ of the (City, Town, Borough of \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_ of full age, being duly sworn  
according to law on my oath depose and say that:

1. I am (President, partner, owner) of the firm \_\_\_\_\_  
a bidder making a proposal upon the above named project. We have fifty (50) or more employees and have  
forwarded an Affirmative Action Plan to the State. \_\_\_\_Yes \_\_\_\_No

2. \_\_\_\_\_ does not have 50 employees or more inclusive of  
all officers and employees of every type.

3. I am familiar with the affirmative action requirements of P.L. 1975, c 127 and rules  
and regulations issued by the Treasurer, State of New Jersey pursuant thereto.

4. \_\_\_\_\_ has complied with all the affirmative action  
requirements of the State of New Jersey including those required by P.L. 1975, c 127 and the rules and  
regulations issued by the Treasurer, State of New Jersey pursuant thereto.

5. I am aware that if \_\_\_\_\_ does not comply with P.L. 175,  
c 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the State of New  
Jersey, County of \_\_\_\_\_, (City, Town, Borough) of \_\_\_\_\_  
until an affirmative action plan is approved. I am also aware that the contract may be terminated and the  
\_\_\_\_\_ may be debarred from all public contracts, for a period of up to five (5)  
years.

6. In the event my workforce increases to 50 employees, I must contact the State Affirmative  
Action Office and complete and Employees Information Report.

**Subscribed and sworn to**

Before me this \_\_\_\_ day  
\_\_\_\_\_ 21 \_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**(Seal) Notary Public of New Jersey**

\_\_\_\_\_  
**Name and Title**

**MUST BE SUBMITTED WITH BID PROPOSAL**

**AFFIRMATIVE ACTION REGULATIONS:**

- A. Procurement of Service Contract: The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said Regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of section 5.3 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said section 5.3.

- B. Construction Contract: The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4 (a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of subsections 7.4 (a) and (b) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of subsections 7.4 (a) and (b).

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ ZIP CODE

**NOTE: FORM MUST BE RETURNED WITH THE BID PROPOSAL.**



## QUALIFICATION AFFIDAVIT

The CITY OF ORANGE reserves the right to reject the bid of any bidder who has previously failed to perform properly or to complete on time, contracts of a similar nature; who is not qualified to perform the contract; or who has repeatedly or without good cause failed to pay bills or otherwise failed to perform its obligations to subcontractors, materialmen, employees of this or any other government body or agency in similar contracts. In determining the lowest responsible bidder and its qualifications, the following elements, in addition to those above mentioned, will be considered; Whether the bidder (1) maintains a permanent place of business; (2) has adequate plant and equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; (4) has appropriate technical experience.

Each bidder must supply the following certified statement. Failure to do so shall be deemed a material defect in the bid, resulting in rejection of the bid:

State of New Jersey )  
County of \_\_\_\_\_) SS:

I am the (President, Partner, Owner) of \_\_\_\_\_  
\_\_\_\_\_, the bidder herein.

I know that the bidder, \_\_\_\_\_, has not previously failed to perform properly, or complete on time, contracts of a nature similar to that bid upon; is qualified to perform the contract; has not repeatedly or without just cause failed to pay bills or otherwise failed to perform its obligations to sub-contractors, materialmen, employees, of this or any other government or agency in similar contracts.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Subscribed and Sworn to  
Before me this \_\_\_\_\_ day  
Of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public of: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

11/99

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print/Type Title

**CITY OF ORANGE  
SUBMISSION FORM**

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

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2. References and record success of same similar service:

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

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**CITY OF ORANGE**

**ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_

of the firm \_\_\_\_\_

Hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print of affiant and Title, under Signature)

\_\_\_\_\_  
(Date)

**STATEMENT OF INDEBTEDNESS**

Bidders shall provide as part of their bid a statement under oath that (a) they are not indebted to the CITY OF ORANGE, (b) are not in breach of any contract previously awarded by the City and (c) are not a party to any pending action either at law or equity in which they are assessing an affirmative claim for damages or other relief against the CITY OF ORANGE.

Failure to provide the required statement shall disqualify the bidder.

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Type or print name of affiant under signature)

Subscribe and sworn to

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_ 21 \_\_\_\_\_

\_\_\_\_\_  
Notary Public of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**CITY OF ORANGE TOWNSHIP, NEW JERSEY**

**AGREEMENT FOR PAYMENT OF COMMODITY**

The contractor or vendor realizes that as a Municipality, payment cannot be made on a bill presented basis. Therefore, the contractor or vendor, hereby agrees to accept payment within a reasonable time after presentation of invoice and properly executed documentation as well as signed vouchers pertaining to same. Payment in the normal circumstance should not exceed 60 days.

\_\_\_\_\_  
**Name of Official for Company**

\_\_\_\_\_  
**Name of Company or Business**

\_\_\_\_\_  
**Address**

Date: \_\_\_\_\_

## **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

COMPANY NAME: \_\_\_\_\_

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### **PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of 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 the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

**OR**

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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.**

**Disclosure of Investment Activities in Iran (cont'd)**

**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 bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON**

Name: _____ Relationship to Bidder/Offeror: _____
Description of Activities: _____ _____
Duration of Engagement: _____ Anticipated Cessation Date: _____
Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**Do Not Enter PIN as a Signature**

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**LETTER OF INTENT**

**(Note: To be typed on Respondent’s Letterhead. No Modifications may be made to this letter).**

[insert date]

Gracia Robert Montilus, Esq.  
City Attorney  
City of Orange Township  
29 North Day Street, Room 303  
Orange, New Jersey 07050

**RE: Request for Qualifications  
Legislative Research Officer**

Dear Mr. Montilus:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Orange (hereafter “City”), dated (insert date), in connection with the City’s need for **Legislative Research Officer Services**.

**Name of Respondent** HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. **(Name of Respondent)** agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City’s procurement schedule.
3. **(Name of Respondent)** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. **(Name of Respondent)** hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. **(Name of Respondent)** declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification

Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. **(Name of Respondent)** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
7. **(Name of Respondent)** acknowledges that any letter of engagement executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

\_\_\_\_\_ (Typed Name and Title)

\_\_\_\_\_ (Typed Name of Firm\*)

Dated:

\* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Intent.

**LETTER OF QUALIFICATION**

**(Note: To be typed on Respondent’s Letterhead. No Modifications may be made to this letter).**

[insert date]

Gracia Robert Montilus, Esq.  
City Attorney  
City of Orange Township  
29 North Day Street, Room 303  
Orange, New Jersey

**RE: Request for Qualifications  
Legislative Research Officer Services**

Dear Mr. Montilus:

The undersigned have reviewed the Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Orange, dated **March 25, 2021**, in connection with the City’s need for Legislative Research Officer services.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(Name of Respondent)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief  
Executive Officer)

(Signature of Chief  
Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Typed Name of Firm\*)

(Typed Name of Firm\*)

Dated: \_\_\_\_\_

Dated:

\* If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Qualification.



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
*CITY OF ORANGE TOWNSHIP, NEW JERSEY*

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act: “business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; “interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**CITY OF ORANGE TOWNSHIP, NEW JERSEY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that

**(Contractor)**

has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one-year period preceding the date of reorganization to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF ORANGE TOWNSHIP** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                                |  |
|--------------------------------|--|
| <b>Dwayne D. Warren</b>        |  |
| <b>Kerry J. Coley</b>          |  |
| <b>Tency A. Eason</b>          |  |
| <b>Harold J. Johnson, Jr</b>   |  |
| <b>Weldon M. Montague, III</b> |  |
| <b>Clifford R. Ross</b>        |  |
| <b>Jamie Summers-Johnson</b>   |  |
| <b>Adrienne Wooten</b>         |  |
|                                |  |

**Part II – Ownership Disclosure Certification**

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

**Check the box that represents the type of business entity:**

- Partnership       Corporation     Sole Proprietorship     Subchapter S Corporation  
 Limited Partnership     Limited Liability Corporation     Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn before me the \_\_\_\_\_  
day of \_\_\_\_\_

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_, 20 .

My Commission expires:

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)