

# Exhibit “A”

# **TOWNSHIP OF WEST ORANGE**

## **PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICES**

**Township of West Orange  
66 Main Street,  
West Orange, New Jersey 07052 Essex County  
Panayiota Reynolds,  
Purchasing Agent  
973-325-4056**

**Submission Date: Tuesday, February 13, 2024**

# TOWNSHIP OF WEST ORANGE

## 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 2024 calendar year. The submission date is Tuesday, February 13, 2024 by 11:00 AM. Proposal packages are available via email to: [preynolds@westorange.org](mailto:preynolds@westorange.org) or on the Township website [www.westorange.org/bids](http://www.westorange.org/bids) .

Professional Services Requested:

### **Legal**

Public Advocate

Alternate Municipal Prosecutor

### **General**

Misc. Services

Please submit sealed request for qualifications no later than 11:00 AM on Tuesday, February 13, 2024 to the Township of West Orange, 66 Main Street, West Orange, NJ 07052, Attn: Panayiota Reynolds, QPA. Envelopes should be clearly marked with title of RFQ, name and address of party submitting, at the address mentioned above and should be mailed or hand delivered. Qualifications will be publicly opened and read at the above location in the Council Chambers at the above said time. 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](http://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 2024. 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.

**PERIOD OF CONTRACT**

In the event respondent's services are chosen during this 12 month contract period. 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.

### **Public Advocate**

The Public Advocate works on behalf of the most vulnerable residents as a voice regarding legal Matters

*Public Advocate Ordinance Ord. No. 902-88 § 1; Ord. No. 1038-90 § 1; Ord. No. 1838-02*

#### **a.**

*Qualifications; Appointment. The Municipal Public Advocate shall be a New Jersey Attorney-at-Law, appointed by the Township Council.*

#### **b.**

*Powers and Duties. The Municipal Public Advocate may appear before the Township's Zoning Board of Adjustment and Planning Board, and such other Federal, State, County and Municipal Agencies and/or Courts as the circumstances warrant in order to represent and advocate the public interest, not individual interests, in proceedings of Substantial Importance in which he/she shall determine in his/her sole discretion to warrant such representation and advocacy. With regard to appearances before the Township Zoning Board of Adjustment and the Township Planning Board, the term "Substantial Public Importance" shall be defined as or limited to applications where the applicant is seeking relief in any one of the following areas:*

#### **1.**

*Application seeking a use variance;*

#### **2.**

*Application seeking a major subdivision;*

#### **3.**

*Application where three or more variances are being sought;*

#### **4.**

*Application where a variance for parking is being sought;*

#### **5.**

*Application of any nature involving property which is contiguous or proximate to land located in the conservation district;*

#### **6.**

*Application where the applicant is seeking vacation of streets, roads, rights-of-way, or similarly defined thoroughfares;*

#### **7.**

*Application where a variance for height, coverage, or density is being sought;*

**8.**

*Application that has been bifurcated and where one part of the bifurcated application seeks relief under any one or more Subsections 1 through 7 above;*

**9.**

*Any application affecting two or more acres of land.*

**c.**

*Appearances Restricted. The Public Advocate shall not appear before the Township's Planning Board or Zoning Board of Adjustment on any applications other than as enumerated above.*

**d.**

*Purpose. The Public Advocate shall be retained by the Township Council but shall not operate in any manner under the direction or control of the Township Council except to the extent that the Public Advocate must receive prior approval of litigation expenses from the Township Council by appropriation in the Municipal Budget. He/she shall exercise his/her sole discretion as to the importance and the extent of the public interest and whether that interest would be adequately represented and advocated without his/her action.*

*It is intended that the creation of the position of Municipal Public Advocate is to ensure that a full, fair, and balanced record be made in such matters of substantial public importance. The Public Advocate shall make available the evidence bearing upon the issues to the Township's Planning Board and the Township Zoning Board of Adjustment. The Public Advocate shall maintain a thorough record of the issues and evidence so that such Boards and such other Federal, State, County, and Municipal agencies, the Township Council and Courts, whether trial or appellate, will have the benefit of a fully developed record of the proceedings, containing all of the testimony and evidence for a fair, unbiased, impartial decision in accordance with all of the applicable rules/laws. The role of the Public Advocate is to ensure that the public interest, not individual interests, will be adequately represented and better served.*

**e.**

*Compensation. The salary for the position of the Public Advocate shall be set by ordinance and in no event shall it be higher than the combined salary set for the attorneys for the Planning Board and/or Zoning Board of Adjustment. An appropriation for the Public Advocate shall be provided in the Municipal Budget and approved by Resolution of the Township Council. The Public Advocate may not commence litigation without an appropriation in the Municipal Budget. The Public Advocate may not exceed the monies appropriated in the budget for litigation expenses. In the event that the Public Advocate should require further funding for litigation, he/she must request funding from the Township Council in advance of any such expenses being incurred. Additional funding for litigation expenses of the Public Advocate must be approved by Resolution of the Township Council.*

**f.**

*Term of Office. The term of the Public Advocate shall expire annually on December 31.*

### **Alternate Municipal Prosecutor**

The Alternate Township Prosecutor shall be a licensed attorney at law of New Jersey and serve in the absence of the Municipal Prosecutor. The responsibilities shall be the same as set forth in the Municipal Prosecutor Section contained herein subject to approval by the Township Attorney and municipal Prosecutor.

### **Miscellaneous Services**

Potential Professionals must provide personnel holding State certifications required in order to perform statutory services, such as, Certified Municipal Finance Officer, Registered Municipal Clerk, Certified Tax Collector, Certified Assessor, Qualified Purchasing Agent. etc.

## **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 include 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  
Statement of Ownership Disclosure  
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 contract period 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.

12. 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. Copy should be provided on an external hard drive. If a company has multiple services, a separate Qualification packet should be submitted.**

Designated Contact Person:

Panayiota Reynolds, Purchasing Agent, RPPS, QPA  
Township of West Orange  
66 Main Street  
West Orange, NJ 07052

Submissions must be received Tuesday, February 13, 2024 at 11:00 A.M. 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 2024 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

## **TOWNSHIP OF WEST ORANGE**

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 INSTRUCTION**

(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](http://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.**

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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: \_\_\_\_\_

SIGNATURE & TITLE: \_\_\_\_\_

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) \_\_\_\_\_

Subscribed and sworn to

Before me this day \_\_\_\_\_ of 20 \_\_\_\_\_

AFFIANT \_\_\_\_\_

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: 20 \_\_\_\_\_

**TOWNSHIP OF WEST ORANGE**

**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:*

\_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name and Title)

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

NON-CONFLICT OF INTEREST CERTIFICATION

**REQUEST FOR QUALIFICATIONS**  
*FOR*

\_\_\_\_\_  
(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: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**TOWNSHIP OF WEST ORANGE**

**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.

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

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**TOWNSHIP OF WEST ORANGE**

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

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

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Authorized Representative \_\_\_\_\_ (signature)

Telephone # \_\_\_\_\_

FAX # \_\_\_\_\_

**TOWNSHIP OF WEST 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) \_\_\_\_\_

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

\_\_\_\_\_

**TOWNSHIP OF WEST ORANGE**

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**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Proposer:** \_\_\_\_\_

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,

## 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): \_\_\_\_\_ Signature: \_\_\_\_\_

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

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” 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
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the 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.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

## TOWNSHIP OF WEST ORANGE

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

|              |  |        |      |
|--------------|--|--------|------|
| Vendor Name: |  |        |      |
| Address:     |  |        |      |
| City:        |  | State: | Zip: |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature Printed Name Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
|                  |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
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**TOWNSHIP OF WEST ORANGE**

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☐ Check here if the information is continued on subsequent page(s)

Required Pursuant To N.J.S.A. 19:44A-20.26

Vendor Name:

[illegible]

## TOWNSHIP OF WEST ORANGE

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### List of Agencies with Elected Officials Required for Political Contribution Disclosure

**N.J.S.A. 19:44A-20.26**

**County Name: Essex**

State: Governor

Legislative District #s: 26, 27, 28, 29, 34, & 40

State Senator and two members of the General Assembly per district.

County:

County Commissioners County Clerk Sheriff

County Executive Surrogate Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

|                                                                                                                                                                                |                                                                                                                                                                        |                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Belleville Township<br>Bloomfield Township<br>Caldwell Borough<br>Cedar Grove Township<br>East Orange City<br>Essex Fells Township<br>Fairfield Township<br>Glen Ridge Borough | Irvington Township<br>Livingston Township<br>Maplewood Township<br>Millburn Township<br>Montclair Township<br>Newark City<br>North Caldwell Borough<br>Nutley Township | Orange City<br>Roseland Borough<br>South Orange Village<br>Verona Township<br>West Caldwell Township<br>West Orange Township |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

Boards of Education (Members of the Board):

Belleville Town  
 Bloomfield Township  
 Caldwell-West Caldwell  
 Cedar Grove Township  
 Essex Fells Borough  
 Fairfield Township  
 Glen Ridge Borough  
 Irvington Township  
 Livingston Township  
 Millburn Township  
 Newark City  
 North Caldwell Borough  
 Nutley Town  
 Roseland Borough  
 South Orange-Maplewood  
 Verona Borough  
 West Essex Regional  
 West Orange Town

Fire Districts (Board of Fire  
 Commissioners):  
 NONE

**TOWNSHIP OF WEST ORANGE**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Address |
|---------------------------------------|---------|
|                                       |         |
|                                       |         |
|                                       |         |
|                                       |         |

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|-----------------------------------------------------------------------------|----------|
|                                                                             |          |
|                                                                             |          |
|                                                                             |          |

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Address |
|-----------------------------------------------------------------------|---------|
|                                                                       |         |
|                                                                       |         |
|                                                                       |         |

**Part IV 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/proposer; that the **Township of West Orange** 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 **Township of West Orange** to notify the **Township of West Orange** 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, permitting the **Township of West Orange** to declare any contract(s) resulting from this certification void and unenforceable.

|                    |  |        |  |
|--------------------|--|--------|--|
| Full Name (Print): |  | Title: |  |
| Signature:         |  | Date:  |  |

## TOWNSHIP OF WEST ORANGE

### CHECKLIST

**PROFESSIONAL SERVICE TITLE:** \_\_\_\_\_

**SUBMISSION DATE: Tuesday, February 13, 2024 at 11:00 A.M.**

The following items are required to be **included** with the sealed submission:

- Qualification Statement
- Non-Collusion Affidavit
- Statement of Ownership Disclosure
- 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 copy must be on a USB stick/flash drive/external hard drive. If a company has multiple services, a separate Qualification packet for each service must be submitted.**

# **Exhibit “B”**

**TOWNSHIP OF WEST ORANGE**

**PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICES**

**Township of West Orange  
66 Main Street,  
West Orange, New Jersey 07052 Essex County  
Panayiota Reynolds,  
Purchasing Agent  
973-325-4056**

**Submission Date: Tuesday, February 13, 2024**



## TOWNSHIP OF WEST ORANGE

### 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 2024 calendar year. The submission date is Tuesday, February 13, 2024 by 11:00 AM. Proposal packages are available via email to: [preynolds@westorange.org](mailto:preynolds@westorange.org) or on the Township website [www.westorange.org/bids](http://www.westorange.org/bids).

#### Professional Services Requested:

##### Legal

Public Advocate

Alternate Municipal Prosecutor

##### General

Misc. Services

Please submit sealed request for qualifications no later than 11:00 AM on Tuesday, February 13, 2024 to the Township of West Orange, 66 Main Street, West Orange, NJ 07052, Attn: Panayiota Reynolds, QPA. Envelopes should be clearly marked with title of RFQ, name and address of party submitting, at the address mentioned above and should be mailed or hand delivered. Qualifications will be publicly opened and read at the above location in the Council Chambers at the above said time. 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](http://www.elec.state.nj.us).

Panayiota Reynolds

Purchasing Agent, R.P.P. S, QPA



## TOWNSHIP OF WEST ORANGE

### 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 2024. 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.

#### PERIOD OF CONTRACT

In the event respondent's services are chosen during this 12 month contract period. 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.

### Public Advocate

The Public Advocate works on behalf of the most vulnerable residents as a voice regarding legal matters

*Public Advocate Ordinance Ord. No. 902-88 § 1; Ord. No. 1038-90 § 1; Ord. No. 1838-02*

a.

*Qualifications; Appointment. The Municipal Public Advocate shall be a New Jersey Attorney-at-Law, appointed by the Township Council.*

b.

*Powers and Duties. The Municipal Public Advocate may appear before the Township's Zoning Board of Adjustment and Planning Board, and such other Federal, State, County and Municipal Agencies and/or Courts as the circumstances warrant in order to represent and advocate the public interest, not individual interests, in proceedings of Substantial Importance in which he/she shall determine in his/her sole discretion to warrant such representation and advocacy. With regard to appearances before the Township Zoning Board of Adjustment and the Township Planning Board, the term "Substantial Public Importance" shall be defined as or limited to applications where the applicant is seeking relief in any one of the following areas:*

1.

*Application seeking a use variance;*

2.

*Application seeking a major subdivision;*

3.

*Application where three or more variances are being sought;*

4.

*Application where a variance for parking is being sought;*

5.

*Application of any nature involving property which is contiguous or proximate to land located in the conservation district;*

6.

*Application where the applicant is seeking vacation of streets, roads, rights-of-way, or similarly defined thoroughfares;*

7.

## TOWNSHIP OF WEST ORANGE

*Application where a variance for height, coverage, or density is being sought;*

8.

*Application that has been bifurcated and where one part of the bifurcated application seeks relief under any one or more Subsections 1 through 7 above;*

9.

*Any application affecting two or more acres of land.*

c.

*Appearances Restricted. The Public Advocate shall not appear before the Township's Planning Board or Zoning Board of Adjustment on any applications other than as enumerated above.*

d.

*Purpose. The Public Advocate shall be retained by the Township Council but shall not operate in any manner under the direction or control of the Township Council except to the extent that the Public Advocate must receive prior approval of litigation expenses from the Township Council by appropriation in the Municipal Budget. He/she shall exercise his/her sole discretion as to the importance and the extent of the public interest and whether that interest would be adequately represented and advocated without his/her action.*

*It is intended that the creation of the position of Municipal Public Advocate is to ensure that a full, fair, and balanced record be made in such matters of substantial public importance. The Public Advocate shall make available the evidence bearing upon the issues to the Township's Planning Board and the Township Zoning Board of Adjustment. The Public Advocate shall maintain a thorough record of the issues and evidence so that such Boards and such other Federal, State, County, and Municipal agencies, the Township Council and Courts, whether trial or appellate, will have the benefit of a fully developed record of the proceedings, containing all of the testimony and evidence for a fair, unbiased, impartial decision in accordance with all of the applicable rules/laws. The role of the Public Advocate is to ensure that the public interest, not individual interests, will be adequately represented and better served.*

e.

*Compensation. The salary for the position of the Public Advocate shall be set by ordinance and in no event shall it be higher than the combined salary set for the attorneys for the Planning Board and/or Zoning Board of Adjustment. An appropriation for the Public Advocate shall be provided in the Municipal Budget and approved by Resolution of the Township Council. The Public Advocate may not commence litigation without an appropriation in the Municipal Budget. The Public Advocate may not exceed the monies appropriated in the budget for litigation expenses. In the event that the Public Advocate should require further funding for litigation, he/she must request funding from the Township Council in advance of any such expenses being incurred. Additional funding for litigation expenses of the Public Advocate must be approved by Resolution of the Township Council.*

f.

*Term of Office. The term of the Public Advocate shall expire annually on December 31.*

### **Alternate Municipal Prosecutor**

The Alternate Township Prosecutor shall be a licensed attorney at law of New Jersey and serve in the absence of the Municipal Prosecutor. The responsibilities shall be the same as set forth in the Municipal Prosecutor Section contained herein subject to approval by the Township Attorney and municipal Prosecutor.

### **Miscellaneous Services**

Potential Professionals must provide personnel holding State certifications required in order to perform statutory services, such as, Certified Municipal Finance Officer, Registered Municipal Clerk, Certified Tax Collector, Certified Assessor, Qualified Purchasing Agent. etc.

## **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 include 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  
Statement of Ownership Disclosure  
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 contract period 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



## TOWNSHIP OF WEST ORANGE

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.

12. All necessary forms required by this RFQ shall be completed and submitted as part of this submission.

## **SECTION 4**

## TOWNSHIP OF WEST ORANGE

### 4.1 Instructions for Submission

Respondents must submit an original and one (1) copy of their Qualification Statement. Copy should be provided on an external hard drive. If a company has multiple services, a separate Qualification packet should be submitted.

Designated Contact Person:

Panayiota Reynolds, Purchasing Agent, RPPS, QPA  
Township of West Orange  
66 Main Street  
West Orange, NJ 07052

Submissions must be received Tuesday, February 13, 2024 at 11:00 A.M. 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 2024 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 Township's 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

**TOWNSHIP OF WEST ORANGE**

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 INSTRUCTION**

# TOWNSHIP OF WEST ORANGE

(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.



## TOWNSHIP OF WEST ORANGE

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](http://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.**

TOWNSHIP OF WEST ORANGE

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 X (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: BATTAGLIN ASSOCIATES LLC

SIGNATURE & TITLE: Dany Battaglin PRESIDENT

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.

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## 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) Gary Battaglia

Subscribed and sworn to

Before me this day February 05 of 2024

AFFIANT GARY BATTAGLIA

NOTARY PUBLIC OF VIRGINIA  
MY COMMISSION EXPIRES: 2026, Sept. 30

Douglas Alan Garling  
DOUGLAS ALAN GARLING

DOUGLAS ALAN GARLING  
NOTARY PUBLIC  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES SEPT. 30, 2026  
COMMISSION # 7798500

## TOWNSHIP OF WEST ORANGE

## 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:**

BATTALIA ASSOCIATES LLC

Sam Bathaglien      2/1/2024  
(Signature)      (Date)

GARY BATTAGLIA, PRESIDENT  
(Printed Name and Title)

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

HR

NON-CONFLICT OF INTEREST CERTIFICATION

**REQUEST FOR QUALIFICATIONS  
FOR**

FOR SOLICITATION OF PROFESSIONAL SERVICES

(Title of RFQ)

**ADDITIONAL SERVICES: MISCELLANEOUS SERVICES POTENTIAL  
PROFESSIONALS**

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: BATTAGLIA ASSOCIATES LLC

SIGNED BY: Gary Battaglia

TITLE: GARY BATTAGLIA, PRES

DATE: 2/1/2024

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TOWNSHIP OF WEST ORANGE

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.

\* CHRISTOPHER BATTAGLIA - MANAGING DIRECTOR  
490 RIDGEFIELD TERRACE, FAIRVIEW, NJ 07022

\* ANDREA TARANTULA - DIRECTOR  
26 CONFORTI AVE, WEST ORANGE, NJ 07052

\* GREGORY R BOCK 211 WILSON AVE NEPTUNE, NJ 07753

\* DAMIAN PARTANO 65 CHAPIN RD APT 7 PINE BROOK, NJ 07058

\* JAMES P. PRIES 16 ELM ST. APT 5. MADISON, NJ 07940

\* SEE RESUME'S

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

SEE RESUME'S ATTACHED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWNSHIP OF WEST ORANGE

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

SEE COVER LETTER / RATES / TITLES

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

Authorized Representative Gary Battaglia (signature)

Telephone # 201 452-7164

FAX # \_\_\_\_\_

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, GARY BATTAGLIA of the firm  
BATTAGLIA ASSOCIATES LLC hereby acknowledge that any  
corrections, additions and/or, deletions have been initialed and  
dated in this Submission Package.

(Signature) Gary Battaglia

(Date) 2/21/2024

TOWNSHIP OF WEST ORANGE

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: BATTAGLIA ASSOCIATES LLC

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.

N/A

|                                                                 |                                 |
|-----------------------------------------------------------------|---------------------------------|
| 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,

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## 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): GARY BATTAGLIA Signature: Gary Battaglia  
Title: PRESIDENT Date: 2/2/2023

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" 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
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the 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." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

## TOWNSHIP OF WEST ORANGE

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.

## Part I – Vendor Information

|              |                          |        |               |
|--------------|--------------------------|--------|---------------|
| Vendor Name: | BATTAGLIA ASSOCIATES LLC |        |               |
| Address:     | 490 RIDGEFIELD TERRACE   |        |               |
| City:        | FAIRVIEW                 | State: | NJ Zip: 07022 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Gary Battaglia GARY BATTAGLIA, PRESIDENT  
Signature Printed Name Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
| NONE             |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
|                  |                |      |               |
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TOWNSHIP OF WEST ORANGE

|      |  |  |  |
|------|--|--|--|
| NONE |  |  |  |
|      |  |  |  |
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|      |  |  |  |
|      |  |  |  |

☐ Check here if the information is continued on subsequent page(s)

MR

Required Pursuant To N.J.S.A. 19:44A-20.26

Vendor Name:

[illegible]

# TOWNSHIP OF WEST ORANGE

|      |  |  |  |
|------|--|--|--|
| NONE |  |  |  |
|      |  |  |  |
|      |  |  |  |

## List of Agencies with Elected Officials Required for Political Contribution Disclosure N.J.S.A. 19:44A-20.26

County Name: Essex

State: Governor

Legislative District #: 26, 27, 28, 29, 34, & 40

State Senator and two members of the General Assembly per district.

County:

County Commissioners County Clerk Sheriff

County Executive Surrogate Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

|                      |                        |                        |
|----------------------|------------------------|------------------------|
| Belleville Township  | Irvington Township     | Orange City            |
| Bloomfield Township  | Livingston Township    | Roseland Borough       |
| Caldwell Borough     | Maplewood Township     | South Orange Village   |
| Cedar Grove Township | Millburn Township      | Verona Township        |
| East Orange City     | Montclair Township     | West Caldwell Township |
| Essex Fells Township | Newark City            | West Orange Township   |
| Fairfield Township   | North Caldwell Borough |                        |
| Glen Ridge Borough   | Nutley Township        |                        |

Boards of Education (Members of the Board):

Belleville Town  
Bloomfield Township  
Caldwell-West Caldwell  
Cedar Grove Township  
Essex Fells Borough  
Fairfield Township  
Glen Ridge Borough  
Irvington Township  
Livingston Township  
Millburn Township  
Newark City  
North Caldwell Borough  
Nutley Town  
Roseland Borough  
South Orange-Maplewood  
Verona Borough  
West Essex Regional  
West Orange Town

Fire Districts (Board of Fire  
Commissioners):  
NONE

TOWNSHIP OF WEST ORANGE

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: BATTALIA ASSOCIATES LLC

Organization Address: 490 RIDGEFIELD TERRACE FAIRVIEW, NJ 07022

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Address                                      |
|---------------------------------------|----------------------------------------------|
| GARY BATTALIA                         | 490 RIDGEFIELD TERRACE<br>FAIRVIEW, NJ 07022 |
|                                       |                                              |
|                                       |                                              |
|                                       |                                              |

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|-----------------------------------------------------------------------------|----------|
| N/A                                                                         |          |
|                                                                             |          |
|                                                                             |          |

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Address |
|-----------------------------------------------------------------------|---------|
| N/A                                                                   |         |
|                                                                       |         |
|                                                                       |         |

**Part IV 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/proposer; that the **Township of West Orange** 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 **Township of West Orange** to notify the **Township of West Orange** 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, permitting the **Township of West Orange** to declare any contract(s) resulting from this certification void and unenforceable.

|                    |                       |        |           |
|--------------------|-----------------------|--------|-----------|
| Full Name (Print): | GARY BATTALIA         | Title: | PRESIDENT |
| Signature:         | <i>Gary Battaglia</i> | Date:  | 2/2/2024  |

## TOWNSHIP OF WEST ORANGE

### CHECKLIST

PROFESSIONAL SERVICE TITLE: ADDITIONAL SERVICES POTENTIAL PROFESSIONALS

**SUBMISSION DATE: Tuesday, February 13, 2024 at 11:00 A.M.**

The following items are required to be **included** with the sealed submission:

- Qualification Statement
- ✓ • Non-Collusion Affidavit
- ✓ • Statement of Ownership Disclosure
- ✓ • 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 copy must be on a USB stick/flash drive/external hard drive. If a company has multiple services, a separate Qualification packet for each service must be submitted.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/02/2024

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  
BIBERK  
P.O. Box 113247  
Stamford, CT 06911

CONTACT NAME:  
PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613  
E-MAIL ADDRESS: customerservice@biBERK.com

| INSURER(S) AFFORDING COVERAGE |                                             | NAIC # |
|-------------------------------|---------------------------------------------|--------|
| INSURER A:                    | Berkshire Hathaway Direct Insurance Company | 10391  |
| INSURER B:                    |                                             |        |
| INSURER C:                    |                                             |        |
| INSURER D:                    |                                             |        |
| INSURER E:                    |                                             |        |
| INSURER F:                    |                                             |        |

INSURED  
Battaglia Associates LLC

490 Ridgefield Terrace  
Fairview, NJ 07022

## 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                                    |                             |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-------------------------------------------|-----------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          |               |                         |                         | EACH OCCURRENCE                           | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | MED EXP (Any one person)                  | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | PERSONAL & ADV INJURY                     | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | GENERAL AGGREGATE                         | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG                    | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         |                                           | \$                          |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident)       | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | BODILY INJURY (Per person)                | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | BODILY INJURY (Per accident)              | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)            | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         |                                           | \$                          |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                               |           |          |               |                         |                         | EACH OCCURRENCE                           | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | AGGREGATE                                 | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         |                                           | \$                          |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                    | Y/N       | N/A      |               |                         |                         | PER STATUTE                               | OTH-ER                      |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | E.L. EACH ACCIDENT                        | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE                | \$                          |
|          |                                                                                                                                                                                                                                                                  |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT               | \$                          |
| A        | Professional Liability (Errors & Omissions): Claims-Made                                                                                                                                                                                                         |           |          | N9PL682338    | 04/11/2023              | 04/11/2024              | Per Occurrence/<br>Aggregate              | \$1,000,000/<br>\$1,000,000 |

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

## CERTIFICATE HOLDER

The Township of West Orange  
66 Main Street  
West Orange, NJ 07052

## 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

*[Signature]*



# STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** BATTAGLIA ASSOCIATES,LLC

**Trade Name:**

**Address:** 153 E ALLENDALE RD  
SADDLE RIVER, NJ 07458

**Certificate Number:** 1099631

**Effective Date:** March 15, 2011

**Date of Issuance:** February 03, 2024

**For Office Use Only:**

20240203230404339

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT****RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-FEB-2020** to **15-FEB-2027**

**BATTAGLIA ASSOCIATES LLC**  
**25 SANDALWOOD DRIVE**  
**WARREN NJ 07059**



A handwritten signature in dark ink, appearing to read "Elizabeth Maher Muoio".

ELIZABETH MAHER MUOIO  
State Treasurer

# BATTAGLIA ASSOCIATES, LLC

Established in 2001

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Township of West Orange

66 Main St.

West Orange, NJ 07052

Panayiota Reynolds, Purchasing Agent, R.P.P.S, QPA

Telephone (973) 325-4056 FAX (973) 736-8380

RE: RFQ for Professional Services

Date: 02/01/2024

Submission Date: 02/13/2024

Dear Panayiota,

## Qualification Statement

Submission: original and one (1) copy (external hard drive) of Battaglia Associates LLC Qualification Statement

Battaglia Associates LLC is responding to your RFQ for Solicitation of Professional Services, specifically the section for ADDITIONAL SERVICES: Miscellaneous Services Potential Professionals must provide personnel holding State certifications required to perform statutory services, such as, Certified Municipal Finance Officer, Registered Municipal Clerk, Certified Tax Collector, Certified Assessor, Qualified Purchase Agent, etc.

We have reviewed the RFQ and accept the terms of the RFQ particular to these services and have attached the entire RFQ, initialed each page, and completed all required forms and affidavits.

### SECTION 3 3.1 Standard Requirements of Technical Qualifications

- Business name: Battaglia Associates LLC
- Principal place of business: 490 Ridgefield Terrace, Fairview NJ 07022
- Place where services will be provided: Township of West Orange 66 Main Street, West Orange, New Jersey 07052
- Years of experience: 21
- 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: SEE ATTACHED RESUME's
- Neither Battaglia Associates LLC nor any individual assigned to this RFQ engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

# BATTAGLIA ASSOCIATES, LLC

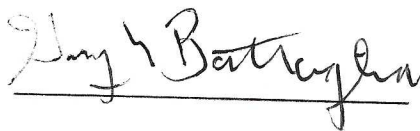
Established in 2001

## SECTION 3 3.2 Mandatory Submission Forms:

- Affirmative Action Certification - ATTACHED
- Non-Collusion Affidavit - ATTACHED
- Statement of Ownership Disclosure - ATTACHED
- Business Registration Certification - ATTACHED
- Political Disclosure Certification - ATTACHED
- Iranian Disclosure Statement - ATTACHED
- Addenda/addendum - N/A

SECTION 3 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.

- Hourly Rates:
- Managing Director: \$185.00
- Director: \$125.00
- Associate: \$ 90.00



Gary N Battaglia  
President Battaglia Associates LLC

Dated 02/01/2024

# CHRIS BATTAGLIA

490 Ridgfield Terrace, Fairview, New Jersey 07022 · 201.406.2508 · ChrisB@ttaglia.com

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## EDUCATION

NJ Certified Municipal Finance Officer  
NJ Certified Tax Collector  
NJ Qualified Purchasing Agent

CMFO Certification # N-894  
CTC Certification # T-8392  
QPA Certification # Q-1607

Rutgers, The State University of New Jersey - New Brunswick, NJ  
Bergen Catholic High School - Oradell, NJ

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## EXPERIENCE

|                                                           |                      |
|-----------------------------------------------------------|----------------------|
| Chief Financial Officer (Borough of North Haledon, NJ)    | April 2016 – Present |
| Chief Financial Officer (Borough of Englewood Cliffs, NJ) | Jan 2015 – Present   |
| Chief Financial Officer (Township of South Orange, NJ)    | Jan 2014 – Present   |
| Chief Financial Officer (Borough of Essex Fells, NJ)      | Apr 2013 – Present   |
| Chief Financial Officer (Borough of Caldwell, NJ)         | Jan 2013 – Present   |
| Tax Collector (Borough of Essex Fells, NJ)                | May 2017 – Dec 2018  |

### **Battaglia Associates, LLC.**

May 2010 – Present

#### *Director of Operations*

- Specializes in implementing processes to increase efficiency and productivity.
- General accounting for various municipalities including, but not limited to, set up and implementation of standard chart of accounts, bank reconciliations, general ledger maintenance, payroll processing, user-friendly budgets and IROC reporting.

#### *Subcontracted by MUNIDEX:*

2011- 2015

- Extensive work with Finance software in numerous municipalities including, but not limited to, implementing, updating, and training employees in the use and functionality of the MUNIDEX Finance suite.

#### *General Accounting Functions (Borough of Essex Fells, NJ)*

Mar 2016- Present

#### *General Accounting Functions (Borough of Caldwell, NJ)*

Oct 2015- Present

#### *General Accounting Functions (Township of South Orange Village, NJ)*

May 2010- Present

- Manages and provides hands on oversight for fully outsourced Finance Department whose functions include, but are not limited to:
    - Reconciliation of all transactions required for the maintenance of a fully integrated general ledger.
    - All accounts payable functions
    - Preparing and submitting payroll and all applicable third-party filings
    - Generating/analyzing reports in all areas of municipal accounting.
- 

## RELEVANT COMPUTER SKILLS:

Very Proficient with Microsoft Excel, MUNIDEX, Edmunds, EPIC, ADP Payroll Products, PrimePay Payroll.

## ADDITIONAL:

NJ Government Finance Officers Association (GFOA) Fall Conference Committee Member      2016-Present  
Guest speaker at conferences including GFOA, TCTA and NJ League of Municipalities Mini-Conference

# ANDREA M. TARANTULA

26 Conforti Ave, West Orange, New Jersey 07052 · 973.768.5207 · atarantula@battagliaassociates.com

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## **EDUCATION**

**NJ Certified Tax Collector**

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## **EXPERIENCE**

**NJ Certified Tax Collector (Borough of Bogota, NJ)**

**January 01, 2022 – Present**

**Battaglia Associates, LLC.**

**April 22, 2019 – December 31, 2022**

*Asst. Director of Operations*

- Specializes in implementing processes to increase efficiency and productivity.
- Manages and provides hands on oversight for fully outsourced Tax Department

*Director*

**January 01, 2022 – Present**

*General Tax Functions (Township of West Orange, NJ)*

**March 2021 – Present**

*General Accounting Functions (Borough of Essex Fells, NJ)*

*2019*

*General Tax Functions (Township of Bloomfield, NJ)*

*May 2022*

*General Tax Functions (Borough of Wanaque, NJ)*

*April-June 2022*

- Manages and provides hands on oversight for fully outsourced Tax Department
- 

## **RELEVANT COMPUTER SKILLS:**

Proficient with MUNIDEX Finance & Tax software, Edmunds Finance & Tax Software, ADP and Prime Point Payroll Products.