

**CITY COUNCIL****The City of Orange Township, New Jersey**DATE January 17, 2023NUMBER 16-2023**TITLE: A RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO O'TOOLE SCRIVO, LLC TO PROVIDE LEGISLATIVE RESEARCH OFFICER SERVICES FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2023 IN AN AMOUNT NOT TO EXCEED \$50,000.00**

**WHEREAS**, the City of Orange solicited qualified individuals to provide Legislative Research Officer Services for the Orange City Council by publishing a Request for Qualifications (RFQ) on September 22, 2022; and

**WHEREAS**, two (2) bids were received in response to the Request for Qualifications; and

**WHEREAS**, Municipal Council of the City of Orange Township did approve by Resolution #472-2022 the two bidders to provide Legislative Research Officer services to the City of Orange Township for the period of January 1, 2023 through December 31, 2023; and

**WHEREAS**, Resolution #472-2022 did not establish a contract and only listed qualified professionals for consideration for Legislative Research Officer services; and

**WHEREAS**, a separate resolution is needed to enter into a contract for the Legislative Research Officer; and

**WHEREAS**, the Municipal Council agreed to select O'Toole Scrivo, LLC from the approved list of qualified professionals to provide Legislative Research Officers services; and

**WHEREAS**, O'Toole Scrivo, LLC has completed and submitted a business Entity Disclosure Certification which certifies that O'Toole Scrivo, LLC not made any reportable contributions.

**WHEREAS**, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto, certifying that funds will be available for this purpose in Account 3-01-20-120-000-519 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract O'Toole Scrivo, LLC; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP, AS FOLLOWS:**

1. O'Toole Scrivo, LLC be awarded a contract to provide Legislative Research Officer Services at a rate of \$150.00 per hour in an amount not to exceed \$50,000.00 from January 1, 2023 through December 31, 2023.
2. The Mayor and the City Council are hereby authorized to execute a contract in connection with same.

**Adopted: January 17, 2023**

\_\_\_\_\_  
**Joyce L. Lanier**  
City Clerk

\_\_\_\_\_  
**Tency A. Eason**  
Council President

CITY OF ORANGE TOWNSHIP  
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS  
NEXT BUDGET

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2023 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract with:

Vendor Name: O'Toole Scrivo LLC.  
Address: 14 Village Park Road

City: Cedar Grove  
State: New Jersey  
Zip Code: 07009

Purpose: Legislative Research Officer  
Vendor ID: OTOOL005

Temporary Budget: \$ 12,500.00  
Fund: Current Fund  
Line Description CNL - City Council - Professional Services  
Account Numbers(s): CY'23 3-01-20-112-000-519

The remainder of: \$ 37,500.00  
will be provided in  
Fund: Current Fund  
Line Description CNL - City Council - Professional Services  
Account Numbers(s): CY'23 3-01-20-112-000-519

Purchase Order # : 23-00113

Amount not to exceed: \$ 50,000.00

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Division Head	Date
<i>Nile Clements</i>	1/10/2023
Chief Financial Officer	Date

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**AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **CITY OF ORANGE TOWNSHIP**, a municipal corporation of the State of New Jersey, having its principal office at 29 North Day Street, Orange, New Jersey 07050 (hereinafter referred to as “City”) and O’Toole Scrivo, LLC, 14 Village Park Road, Cedar Grove, New Jersey 07009, (hereinafter referred to as “The Law Firm”);

WHEREAS, The City agrees to retain The Law Firm for the purpose of Legislative Research Officer Services on a specialized nature to the City.

1. **Legal Services.** The Law Firm of O’Toole Scrivo, LLC shall provide legislative research officer services to the City of Orange Township City Council, which shall include, but not be limited to, preparing legislation, researching legal and factual issues, preparing research memorandums, and drafting procurement documents for the City Council. The Law firm of O’Toole Scrivo, LLC agrees to provide conscientious, competent and diligent services and at all times and will seek to achieve solutions, which are just and reasonable for the City.
2. **Additional Legal Services.** If the City of Orange Township City Council need any other services which may or may not be related to the above matter, the City of Orange Township City Council and The Law Firm of O’Toole Scrivo, LLC may make a new agreement to provide the other services.
3. **Payment.** The Law Firm of O’Toole Scrivo, LLC will commence working upon passing of the resolution authorizing this agreement. The Law Firm of O’Toole Scrivo, LLC will bill the City of Orange Township monthly based on services provided.
  - A. **Maximum Fee.** The City of Orange Township City Council agree to pay an amount not to exceed \$50,000.00) for legal services for the contract.
  - B. **Hourly Rate.** The City of Orange Township City Council agree to pay The Law Firm of O’Toole Scrivo, LLC for the services at the following rates:

<u>Rate Per Hour</u>	<u>Services of</u>
\$150.00	Partners
\$150.00	Associates

- C. **All Services Will Be Billed.** The City of Orange Township will be billed at the hourly rates set forth in paragraph 3B for all services rendered. This includes telephone calls, dictating and reviewing letters, travel time to and from meetings, legal research, preparation of legislation and procurement documents, and any other legislative services requested.

4. **Your Responsibility.** The City of Orange Township will also pay all bills as required by this Agreement.
5. **Arbitration Clause.** Any controversy and/or dispute between the City of Orange and the Law Firm of O'Toole Scrivo, LLC regarding fees or any controversy, claim, dispute or other matter in question arising out of or relating to this agreement, or the breach thereof, shall be resolved by binding arbitration between the parties. Arbitration will be governed by the Commercial Industry Arbitration Rules of the American Arbitration Association, and any award by any arbitration shall be deemed final.

**Signatures.** The City of Orange Township and The Law Firm of O'Toole Scrivo, LLC have read and agree to this Agreement, consisting of two pages.

**CITY OF ORANGE TOWNSHIP**

By: \_\_\_\_\_  
Dwayne D. Warren, Esq., Mayor

**ATTEST:**

\_\_\_\_\_  
Joyce Lanier, City Clerk

**O'TOOLE SCRIVO, LLC**

By: \_\_\_\_\_  
O'Toole Scrivo, LLC

**Approved as to form and sufficiency:**

\_\_\_\_\_  
Gracia Robert Montilus  
City Attorney

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 282  
TRENTON, N.J. 08646-0282



TAXPAYER NAME:  
OTOOLE SCRIVO, LLC

TRADE NAME:

ADDRESS:  
14 VILLAGE PARK ROAD  
CEDAR GROVE, NJ 07009  
EFFECTIVE DATE:  
04/23/08

SEQUENCE NUMBER:  
1404806

ISSUANCE DATE:  
06/12/19



*James J. P...*  
Director  
New Jersey Division of Revenue

FORM BRC

104-081-02058467

This certificate must be conspicuously displayed at the

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

**Part I – Vendor Affirmation**

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

O'Toole Scrivo, LLC

(Contractor)

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

Dwayne D. Warren, Esq., Mayor	
Hon. Kerry J. Coley	
Hon. Adrienne K. Wooten	
Hon. Tency A. Eason	
Hon. Clifford R. Ross	
Hon. Quantavia L. Hilbert	
Hon. Jamie Summers-Johnson	
Hon. Weldon M. Montague	

**Part II – Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address
Kevin J. O'Toole	75 Skytop Road, Cedar Grove NJ 07009
Thomas P. Scrivo	217 W. Hobart Gap Road, Livingston NJ 07039

**Part 3 – Signature and Attestation:**

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

Name of Business Entity: O'Toole Scrivo, LLC

Signed: [Signature] Title: Partner & General Counsel  
 Print Name: James DiGiulio Date: 10-25-22

Subscribed and sworn before me the 25<sup>th</sup> day of October, 2022

Mary F. China MARY F. CHINA  
 A Notary Public of New Jersey  
 My Commission Expires June 29, 20 25

(Affiant)

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

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
TREASURY

TAXPAYER NAME:

ALCOI LAW FIRM LLC

TRADE NAME:

ADDRESS:

2 BROAD STREET STE 407

BLOOMFIELD NJ 07003

EFFECTIVE

12/12/11

SEQUENCE NUMBER:

1486

ISSUANCE DATE:

07/30/13

*James J. [Signature]*

Director  
New Jersey Division of Revenue

FORM-BRC

This document is not assignable or transferable, or must be conspicuously displayed in a prominent place.

**CITY COUNCIL**

**The City of Orange Township, New Jersey**

DATE December 6, 2022

NUMBER 472-2022

**TITLE: A RESOLUTION QUALIFYING VENDORS IN FAIR AND OPEN MANNER FOR LEGISLATIVE RESEARCH OFFICER SERVICES ON AN AS NEEDED BASIS FOR A PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

WHEREAS, the Request for Qualifications for professional Legislative Research Officer services was publicly advertised in the Star Ledger, Orange Transcript, the League of Municipality and the City of Orange Website on September 22, 2022, with a deadline for qualifications to be submitted on October 28, 2022; and

WHEREAS, two (2) law firms have submitted resumes in response to the Request for Qualifications; and

WHEREAS, the Qualified Purchasing Agent evaluated the background and experience of each firm submitting responses to the City's Request for Qualifications; and

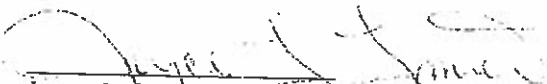
WHEREAS, the City Attorney approves the law firms:


1. O'Toole Scrivo, LLC  
14 Village Park Road  
Cedar Grove, New Jersey 07009
2. Aloia Law Firm, LLC  
2 Broad Street, Suite 510  
Bloomfield, New Jersey 07003

WHEREAS, the City Attorney has determined that the above referenced law firms are qualified to provide the legal services as set forth above.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Orange Township, that the Mayor is hereby authorized to enter into Agreements with said law firms as required.

Adopted: December 6, 2022

  
 \_\_\_\_\_  
 Joyce L. Lanter  
 City Clerk

  
 \_\_\_\_\_  
 Tency A. Eason  
 Council President

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**RESOLUTION NO. 472-2022**

**ON CONSENT AGENDA**

**REGULAR COUNCIL MEETING – December 6, 2022**

**MOTION TO ADOPT: Ross**

**SECOND: Montague, III**

**YEAS: Coley, Hilbert, Montague, III, Ross, Summers-Johnson, Wooten & Council President Eason**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: None**

REQUEST FOR QUALIFICATIONS – LEGISLATIVE RESEARCH OFFICER SERVICES - ORANGE TOWNSHIP TO ALL INTERESTED PARTIES. PLEASE BE ADVISED THAT THE CITY OF ORANGE TOWNSHIP (HEREAFTER "CITY"), A MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY, WILL BE ACCEPTING QUALIFICATION STATEMENTS IN RESPONSE TO REQUESTS FOR QUALIFICATIONS FOR THE FOLLOWING SERVICES: **LEGISLATIVE RESEARCH OFFICER SERVICES**; THE CITY IS SEEKING A QUALIFIED INDIVIDUAL TO PERFORM THE FOLLOWING SERVICES SET FORTH IN THE CITY OF ORANGE TOWNSHIP. The LEGISLATIVE RESEARCH OFFICER shall be available to the Municipal Council at all regular and special meetings. He/she shall draft resolutions and ordinances for any member of the Council when and as requested. All ordinances and resolutions shall be submitted to the requesting Council member for review and approval. Council members shall make their request for drafting an ordinance or resolution to the LEGISLATIVE RESEARCH OFFICER in writing. The LEGISLATIVE RESEARCH OFFICER shall respond no later than forty-eight (48) hours after receipt of the written request with a timeline required to complete request. The LEGISLATIVE RESEARCH OFFICER shall attend all meetings as set forth below: Municipal Council meetings. Special meetings of the Municipal Council. Municipal Council Subcommittee meetings (as requested by the Chairperson of the respective Committee). QUALIFICATION STATEMENTS MUST BE RECEIVED BY THE CITY NO LATER THAN 11:00 A.M. ON OCTOBER 28, 2022, AND MUST BE MAILED/RECEIVED OR HAND-DELIVERED TO THE CITY OF ORANGE TOWNSHIP'S LAW DEPARTMENT, ATTENTION: GRACIA ROBERT MONTILUS, CITY ATTORNEY, ORANGE CITY HALL, 29 NORTH DAY STREET, FRONT SECURITY DESK, ORANGE, NEW JERSEY 07066. QUALIFICATION STATEMENTS FORWARDED BY FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED. QUALIFICATIONS SENT EITHER BY MAIL OR COURIER SERVICE MAY BE RECEIVED BY THE LAW DEPARTMENT BUT THE CITY SHALL NOT BE RESPONSIBLE FOR THE LOSS, NON-DELIVERY, OR PHYSICAL CONDITION OF PROPOSAL STATEMENTS SENT BY MAIL OR COURIER SERVICE. QUALIFICATION STATEMENTS MUST BE SUBMITTED INDIVIDUALLY IN A SEALED ENVELOPE. COPIES OF THE CITY'S REQUEST FOR QUALIFICATIONS CAN BE OBTAINED BY EMAILING: BEATRICE HACKETT EMAIL ADDRESS: [BHACKETT@ORANGE.NJ.GOV](mailto:bhackett@orange.nj.gov). OR THE CITY WEBSITE: [WWW.CI.ORANGE.NJ.US](http://WWW.CI.ORANGE.NJ.US) UNDER THE BUSINESS TAB – BIDS AND SOLICITATIONS. QUALIFICATION STATEMENTS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH THE PAY-TO-PLAY LAW, N.J.S.A. 19:44A-20.5 ET SEQ. AND THE MUNICIPAL ORDINANCES OF THE CITY OF ORANGE TOWNSHIP. QUALIFIED RESPONDENTS MUST BE APPROVED BY RESOLUTION OF THE ORANGE CITY COUNCIL.