

CITY COUNCIL

The City of Orange Township, New Jersey

DATE January 2, 2024

NUMBER 21-2024

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, 2024 THROUGH DECEMBER 31, 2024

WHEREAS, the Request for Qualifications for professional Legislative Research Officer services was publicly advertised on October 26, 2023 and November 22, 2023, in the Star Ledger, Orange Transcript, the League of Municipality and the City of Orange Website, with a deadline for qualifications to be submitted on December 7, 2023; 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. Javonna C. Baker, Esq.
J. BAKER LEGAL LAW OFFICE, LLC
134 Evergreen Place, Suite 301
East Orange, New Jersey 07018

2. O'Toole Scrivo, LLC
14 Village Park Road
Cedar Grove, New Jersey 07009

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: **January 2, 2024**

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

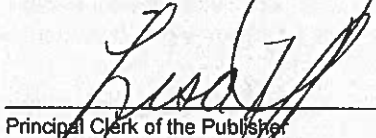
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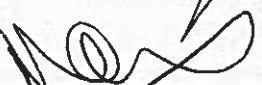
State of New Jersey,) ss
County of Middlesex)

Lisa Arrington being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Star Ledger is a public newspaper, with general circulation in Atlantic, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):
Star Ledger 10/26/2023

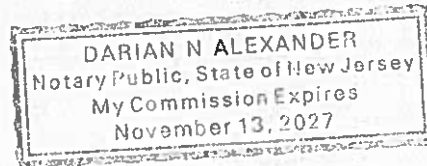


Principal Clerk of the Publisher

Sworn to and subscribed before me this 30th day of October 2023



Notary Public



NOTICE

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

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

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

1. All ordinances and resolutions shall be submitted to the requesting Council member for review and approval.

2. Council members shall make their request for drafting an ordinance or resolution to the LEGISLATIVE RESEARCH OFFICER in writing.

3. The LEGISLATIVE RESEARCH OFFICER shall respond no later than forty-eight (48) hours after receipt of the written request with a timeline required to complete request.

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

1. Municipal Council meetings.

2. Special meetings of the Municipal Council.

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

QUALIFICATION STATEMENTS MUST BE RECEIVED BY THE CITY NO LATER THAN 11:00 A.M. ON NOVEMBER 16, 2023, AND MUST BE MAILED/RECEIVED OR HAND-DELIVERED TO THE CITY OF ORANGE TOWNSHIP'S LAW DEPARTMENT, ATTENTION: GRACIA ROBERT MONTILUS, CITY ATTORNEY. ORANGE

CITY HALL, 29 NORTH DAY STREET, FRONT SECURITY DESK, ORANGE, NEW JERSEY 07050. QUALIFICATION STATEMENTS FORWARDED BY FACSIMILE OR EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED. QUALIFICATIONS SENT EITHER BY MAIL OR COURIER SERVICE MAY BE RECEIVED BY THE LAW DEPARTMENT BUT THE CITY SHALL NOT BE RESPONSIBLE FOR THE LOSS, NON-DELIVERY, OR PHYSICAL CONDITION OF PROPOSAL STATEMENTS SENT BY MAIL OR COURIER SERVICE. QUALIFICATION STATEMENTS MUST BE SUBMITTED INDIVIDUALLY IN A SEALED ENVELOPE.

COPIES OF THE CITY'S REQUEST FOR QUALIFICATIONS CAN BE OBTAINED BY EMAILING: BEATRICE HACKETT EMAIL ADDRESS: BHACKETT@ORANGENJ.GOV. OR THE CITY WEBSITE: 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 TOWN-
SHIP.**

**QUALIFIED RESPONDENTS
MUST BE APPROVED BY RES-
OLUTION OF THE ORANGE
CITY COUNCIL.**

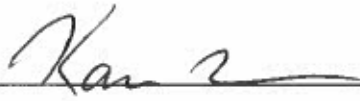
10/26/23

\$110.94

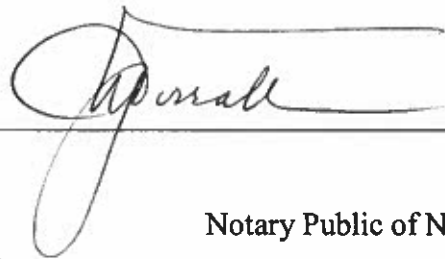
Affidavit of Publication

STATE OF NEW JERSEY
COUNTY OF ESSEX SS:

Karen Hoffman of the *Worrall Community Newspapers Inc*, being duly sworn according to law, states on oath, that a notice of which the annexed is a true copy, was published in the *Record-Transcript*, serving East Orange and Orange, a public newspaper published at Orange, New Jersey, in its issue of **October 26, 2023** making 1 insertion in all.

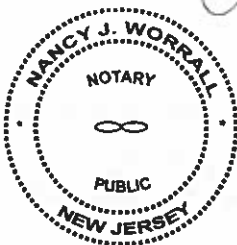


Sworn and subscribed before me this 26th day of
October, 2023.



Notary Public of New Jersey

NANCY J WORRALL
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires May 19, 2024



ORANGE NOTICE

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

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

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

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

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QUALIFIED RESPONDENTS MUST BE APPROVED BY RESOLUTION OF THE ORANGE CITY COUNCIL.
E125514 OTR October 26, 2023 (\$33.84)



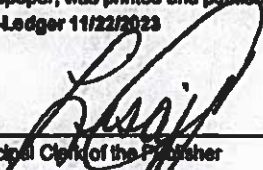
**Star-Ledger
LEGAL AFFIDAVIT**

AD#: 0010793543

Total \$126.66


State of New Jersey,) ss
County of Middlesex)

Lisa Arrington being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Star-Ledger is a public newspaper, with general circulation in Atlantic, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):
Star-Ledger 11/22/2023



Principal Clerk of the Publisher

Sworn to and subscribed before me this 27th day of November 2023



Notary Public

DARIAN N ALEXANDER
Notary Public, State of New Jersey
My Commission Expires
November 13, 2027

NOTICE TO RESPONDENTS

**ADDENDUM TO REQUEST FOR
QUALIFICATIONS FOR LEGIS-
LATIVE RESEARCH OFFICER
SERVICES**

ADDENDUM NO. 1

Request for Qualifications
(RFQ) – Legislative Research
Officer is hereby modified as
follows:

1. The bid closing date has been extended from November 16, 2023 at 11:00 a.m. to December 7, 2023, at 11:00 a.m.
2. Copies of the City's Request for Qualifications can be obtained from the City of Orange Website WW W.CI.ORANGE.NJ.US

Dwayne D. Warren, Esq.

Gracia Robert Montilus, Esq.
City Attorney
11/22/23 \$26.66

Affidavit of Publication

STATE OF NEW JERSEY
COUNTY OF ESSEX SS:

Karen Hoffman of the *Worrall Community Newspapers Inc*, being duly sworn according to law, states on oath, that a notice of which the annexed is a true copy, was published in the *Record-Transcript*, serving East Orange and Orange, a public newspaper published at Orange, New Jersey, in its issue of November 22, 2023 making 1 insertion in all.

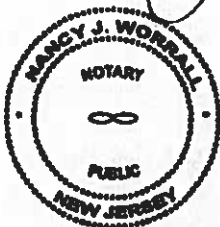


Sworn and subscribed before me this 22nd day of
November, 2023.



Notary Public of New Jersey

NANCY J WORRALL
A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires May 19, 2024



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 288
TRENTON, NJ 08646-0288

TAXPAYER NAME:

OTOLES CRIVO, LLC

ADDRESS:

14 VILLAGE PARK ROAD
CEDAR GROVE, NJ 07009

EFFECTIVE DATE:

04/23/08

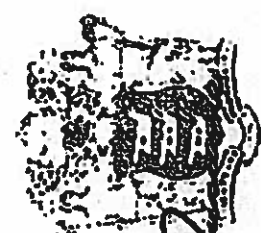
TRADE NAME:

SEQUENCE NUMBER:

1401806

ISSUANCE DATE:

06/12/19



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

**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 DiGullo Date: 12/14/23

Subscribed and sworn before me the 5th day of December, 2023
[Signature] (Affiant)
 My Commission expires: _____ (Print name & title of affiant) (Corporate Seal)



**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**

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Dwayne D. Warren, Esq., Mayor	
Hon. Kerry J. Coley	
Hon. Adrienne K. Wooten	
Hon. Teacy 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
Javonne Baker	101 Parkway Drive W East Orange, NJ 07018

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: J Baker Legal Law Office LLC
Signed: [Signature] Title: Sole owner
Print Name: Javonne Baker Date: 11/8/23

Subscribed and sworn before me the 8th day of November, 2023

[Signature]
(Affiant)
Javonne Baker - sole owner
(Print name & title of affiant) (Corporate Seal)

My Commission expires:

DELANO ELLIS
Notary Public, State of New Jersey
Comm. # 60203943
My Commission Expires 10/25/2027

