



Department of Planning & Economic Development

Laquana T. Best MPA Director

Municipal Building
29 North Day Street, Third Floor
Orange, New Jersey 07050

REQUEST FOR PROPOSALS (RFP)

5-Year Urban Enterprise Zone Development Plan

October 1, 2024 - September 30, 2025

SUBMISSION DEADLINE

10:00 AM - SEPTEMBER 17, 2024

I. INTRODUCTION

The City of Orange Township (“City” or “Orange”) is located in Essex County, New Jersey, and is home to approximately 31,000 residents across 4 wards (North, South, East and West). Organized under the Optional Municipal Charter Law—or Faulkner Act—City government is overseen by an elected Mayor and a 7-member Municipal Council (1 member from each ward and 3 at-large members), with day-to-day operations delegated to the City’s several departments. The Department of Planning and Economic Development (“Department”) is responsible for advising the Mayor, Municipal Council, and land use boards on all matters affecting physical and economic development. The Department is also responsible for preparing, maintaining, and updating the City’s Master Plan, development regulations (*i.e.*, zoning ordinance) and redevelopment plans, as well as overseeing the City’s involvement in the New Jersey Urban Enterprise Zone (“UEZ”) program.

The UEZ program was created to foster an economic climate that revitalizes urban communities and stimulate their growth by encouraging job creation in new and existing businesses. Through incentives that provide local businesses with significant financial benefits, the program has helped make Orange an attractive destination to start or expand a business. These benefits continue to attract new businesses seeking a strong competitive edge in a dynamic City with abundant opportunities, as well as a centrally-located community convenient to all means of transportation. The variety and value of the merchandise offered, coupled with the convenience and frequency of public transportation and highway access via the Garden State Parkway and U.S. Interstate 280, draws customers from throughout the surrounding area, making Orange a prime destination for businesses of any size.

On August 16, 2021, the UEZ Reform Bill was enacted into law, infusing \$42,500,000 into the Zone Assistance Fund. The legislation also requires each UEZ municipality to develop a 5-year Zone Development Plan, consulting with representatives of diverse statewide or regional business organizations that represent the interests of minority businesses as part of the process.

II. PROJECT OVERVIEW

The Department is seeking proposals from qualified consultants to assist with preparation of the City’s 5-year Zone Development Plan (“UEZ Plan” or “Plan”), as required by the recently enacted amendments to the UEZ law.

The selected consultant will work with the Director of Planning and Economic Development and other City officials to create the UEZ Plan, which will set forth the boundaries of the enterprise zone and include findings of fact concerning the economic and social conditions existing in the enterprise zone, and the municipality’s policy and intentions for addressing these conditions, and may include proposals with respect to:

- utilizing powers conferred on the City by law for purposes of stimulating investments and economic development;
- utilizing State assistance through the provisions of *N.J.S.A. 52:27H-60 et seq.*, relating to tax benefits and enterprise zone assistance funds;
- involvement in, and commitment to, economic development by private entities, including neighborhood associations, voluntary community organizations supported by residents and businesses in the UEZ;
- utilization of the City’s zoning and land use regulation powers to enhance the attraction of the UEZ to prospective developers;
- increasing availability and efficiency of support services, public and private, generally used by and necessary to the efficient functioning of commercial and industrial facilities in the area, and the extent to which the increase or improvement is to be provided and financed by the municipal government or by other entities.

Once completed, the UEZ Plan will be submitted for approval by the Municipal Council first, followed by the New Jersey Urban Enterprise Zone Authority (“UEZ Authority”) for approval.

A. General Statement of Duties

The City seeks to create a UEZ Plan that meets the statutory requirements of the UEZ Reform law. The Plan should essentially be a “roadmap” for economic development and community revitalization in Orange, analyzing and evaluating the City’s image and economic place in the Northern New Jersey/New York metropolitan region. It should also analyze and evaluate retail spending by residents and visitors, as well as identify opportunities to recapture

economic “leakage”, capitalizing on the City’s relative strengths in the metropolitan marketplace and identifying opportunities for growth. The UEZ Plan should detail actionable recommendations with regard to capital planning, projects and programming (e.g., infrastructure investments, streetscape improvements, creative placemaking, wayfinding, public art installations, events, performances and digital marketing initiatives, etc.), including, if necessary, revisions to the City’s Development Regulations. The Plan should also examine the business climate in Orange and provide recommendations to improve business operations (e.g., façade improvement programs, etc.).

More specifically, the Plan should include the following elements:

I. INTRODUCTION, COMMUNITY OVERVIEW & PLAN DEVELOPMENT PROCESS

- A. Introduction to the City’s UEZ Community
- B. Overview of Regional and Municipal Setting/Location of the Existing UEZ with Map
- C. Economic and Social Conditions in Existing UEZ Community
 - 1. Unemployment
 - 2. Economic Conditions
 - a. Municipal Distress Index
 - b. Supply and Demand Market Analysis
 - 3. Income and Poverty
 - 4. Educational Attainment
 - 5. Housing Characteristics
 - 6. Workforce Characteristics
- D. Process of Plan Development
 - 1. Community Organization Outreach (including minority outreach)
 - 2. Business Outreach (including minority outreach)
 - 3. Survey of Residents/Businesses

II. UEZ MILESTONES, ACCOMPLISHMENTS & BENEFITS

- A. Description of Previous UEZ Projects
- B. Impacts of UEZ Sales Tax Act
- C. Summary of UEZ Benefits and Uses from Past Projects

III. UEZ ECONOMIC DEVELOPMENT VISION, GOALS & OBJECTIVES

- A. Vision for the UEZ
- B. Economic Goals & Objectives
- C. Coordination with Other Plans and Programs
 - 1. County/Regional Plans and Programs
 - 2. Municipal Programs/Special Development Designations (e.g., opportunity zones, areas in need of redevelopment, etc.)
 - 3. State Agencies (e.g., NJEDA, NJRA, etc.)
- D. Proposed Changes to UEZ Boundaries with Justification
 - 1. Elimination of “Spider Legs”
 - 2. Major 5-Year Initiatives
 - 3. Loan Programs for Construction/Rehabilitation
 - 4. Redevelopment Initiatives/Projects
 - 5. Façade Grants
 - 6. Public Infrastructure Improvements
 - 7. Training Programs
 - 8. Special Events
 - 9. Cleaning/Maintenance of Commercial Corridors
 - 10. Planning & Professional Services

IV. MARKETING & IMPLEMENTATION

- A. Existing/Proposed Marketing Partnerships
- B. Other Funding & Implementation Resources
- C. Proposed UEZ Program Structure & Budget Outline
 - 1. Proposed Operational Structure with Program Controls
 - 2. Preliminary Budget Framework
 - a. Proposed Projects with Total Budget
 - b. Public Safety (not to exceed 25% of funding)
 - c. Administrative Expenses (not to exceed 10% of funding)
- D. Timeline for Implementation
- E. Outline of Proposed Metrics & Measurements of Success

V. SUMMARY & NEXT STEPS

- A. Required Local Approvals (Municipal Council)
- B. Required State Approvals (UEZ Authority)
- C. Authorization and Implementation

The selected consultant shall conduct regular (weekly or biweekly) meetings with municipal representatives during the life of the contract. Said meetings may be conducted telephonically, or via Zoom or an approved equivalent platform. The selected consultant shall also assist the City with preparing all public outreach materials for local businesses, including materials translated to other languages as may be deemed necessary. The consultant shall present the draft UEZ Plan to representatives of diverse statewide and regional business organizations and provide an opportunity for them to review and comment in accordance with the law. The consultant shall also present the final proposed UEZ Plan, in person, to the Mayor, Municipal Council and the City's Planning Board, and may also be asked to present to the UEZ Authority.

B. Term of Appointment

The selected consultant shall be appointed for a 12-month period—October 1, 2024, through September 30, 2025—or until conclusion of the project contemplated in this RFP, whichever occurs first.

C. Fees

The total amount allocated for development of the UEZ Plan under this RFP is \$125,000.00, and is contingent upon the City's receipt of financial assistance equal to that amount from the UEZ Authority. The Municipal Council will not award any contract exceeding \$125,000.00 under any circumstances.

D. Contract

This contract will be awarded as a "professional services agreement" as defined by the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* If selected to provide services, it is agreed and understood that the selected consultant shall be bound by the requirements and terms contained in this RFP with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions. The selected consultant shall enter into the City's form contract, which is available for review upon request.

After award of the Contract, any changes to the terms, including any terms contained in the General Statement of Duties above, may be made, if and when necessary, by the consent of both parties, with approval of the Municipal Council and, if required, the UEZ Authority.

III. MANDATORY MINIMUM QUALIFICATIONS

The selected individual and/or firm must demonstrate the following:

- 1. at least 15 years of experience providing professional land use and redevelopment planning, economic and community development and project management services, of which, 10 years shall be in providing such services to governmental entities;

2. possession of a valid New Jersey Professional Planner (“PP”) license and certification by the American Institute of Certified Planners (“AICP”);
3. expertise in strategic economic development planning relating to UEZs and similar special designations; and,
4. demonstrated knowledge of the City’s current planning and redevelopment initiatives.

IV. PROPOSAL SUBMISSION & EVALUATION

A. Required Components

Proposals shall include, at minimum, the following information:

1. a description of the individual and/or firm’s professional planning experience, particularly in providing planning services to municipalities, economic development and/or housing authorities, and other governmental entities, with special attention to the individual and/or firm’s experience working specifically with urban municipal governments;
2. a description of the individual and/or firm’s business organization (e.g., corporation, LLC, partnership, etc.), as well as its ownership and organizational structure;
3. the number of years the individual and/or firm has been conducting business under the present name;
4. resumes of all principals, project managers and professional staff who would work directly with the City, as well as copies of valid PP licenses and AICP certifications, as applicable;
5. proposed fee schedule;
6. profiles of land use planning, redevelopment planning, community engagement and economic development related work (1 page maximum per profile);
7. references who can attest to the individual and/or firm’s ability to work on similar projects and prior municipal experience, including:
 - a. name of municipality;
 - b. contact person and title; and,
 - c. telephone number and email address;
8. a list of any judgments, claims or suits pending or outstanding against individual and/or firm, with explanations regarding the nature and status of each;
9. a statement regarding whether the individual and/or firm is now or was ever involved in any bankruptcy or reorganization proceedings in the last 10, with explanations of any such circumstances;
10. a signed Equal Employment Opportunity statement, as well as a copy of either a completed AA-302 Employee Information Report or a Certificate of Employee Information Report;
11. a completed Business Ownership Disclosure (included);
12. a completed Non-Collusion Affidavit (included);
13. a completed Political Contribution Disclosure for each principal with 10% or greater ownership interest in the firm (included); and,
14. a New Jersey Business Registration Statement;
15. a completed IRS Form W-9 dated January 1, 2024, or later;
16. proof of errors and omissions insurance with a policy limit of at least \$1,000,000.00 per occurrence (the successful individual and/or firm will be required to provide a Certificate of Insurance naming the City as an additional insured).

B. Cost of Proposal

Proposals and all information required to be submitted therewith shall be prepared at the sole cost and expense of each Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in preparing and submitting a Proposal or for participating in this procurement.

C. Amendments/Addenda

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries upon notice. Respondents may submit any questions via email to Director of Planning and Economic Development Laquana T. Best, at LBest@OrangeNJ.gov, no later than 4:00 PM on September 4, 2024. Questions and answers will be issued in an addendum distributed in the same manner as this RFP. All addenda will become part of the RFP, and proposals shall be prepared with full consideration of the addenda issued prior to the submission deadline.

D. Submission

Each respondent must submit 1 bound original, 5 paper copies, and a digital copy of the complete Proposal, no later than 10:00 AM on Tuesday, September 17, 2024, addressed to:

City of Orange Township
Department of Planning and Economic Development
ATTN: Laquana T. Best, MPA, Director
29 North Day Street, Third Floor
Orange, New Jersey 07050

Electronic or fax submission of proposals is not permitted, and proposals received after the submission deadline will not be accepted.

E. Other Conditions

By submitting a proposal, each Respondent acknowledges and consents to the following conditions:

- Each proposal and all required forms must be signed in ink by a person authorized to do so.
- The City may request that Respondents appear for interviews.
- Confidentiality of records and information relating to this work shall be maintained at all times. All correspondence, documentation and information provided by the City to any Respondent in connection with, or arising out of this RFP or the acceptance of any proposal: (a) remains the property of the City; (b) shall be treated as confidential unless otherwise indicated; and, (c) shall not be used for any purpose other than for replying to this RFP, and/or for fulfillment of any related subsequent contract.
- All Proposals shall become the property of the City and will not be returned.
- Creative concepts, logos, taglines, brochures, pamphlets, graphic designs, etc. developed during implementation of the Contract shall be property or intellectual property of the City.

F. City's Rights

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

- to determine whether any proposal received complies or fails to comply with the terms of this RFP;
- to reject any or all responses and/or components thereof and to eliminate any or all respondents from further consideration for this procurement;
- to reject any incomplete responses to this RFP, or any proposal that is not responsive to the requirements of this RFP;
- to supplement, amend, or otherwise modify this RFP, without prior notice, or to otherwise request additional information from any respondent;
- to waive any technical non-conformance with the terms of this RFP by any respondent;
- to change the deadlines set forth herein, upon the issuance of notice to all prospective respondents in the same manner as this RFP.
- to further investigate any respondents, as the City deems necessary or convenient, to clarify the information provided as part of the proposal, and/or to request additional information to support the information included in any proposal.

- to suspend or terminate the procurement process described in this RFP at any time, for any reason, and commence a new procurement process or exercise any other rights provided under applicable law, without any obligation to any respondent to this RFP—the City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

G. Evaluation

The City's objective in soliciting proposals is to enable it to select a consultant that will provide high quality and cost-effective services. The City will consider Proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability, reputation and willingness to provide high quality services in the manner described in this RFP.

Proposals will be evaluated by the City on the basis of which is the most advantageous, and this evaluation will consider the following:

- *Appropriateness of Proposed Workplan* - The extent to which the proposed methodology meets the City's goals as described in this RFP, and the degree to which specific activities and milestones are described will also be evaluated. Respondents should describe their methodology and explain how it will meet the City's needs.
- *Timeliness of Proposed Methodology* - The City is not interested in engaging in an unnecessarily extended process. As a result, proposals featuring aggressive time frames will be viewed more favorably. Timelines submitted should be well-defined and feasible.
- *Prior Experience* - The City does not wish to overly educate the Respondent to the workings (both operational and statutory) of municipal government. As a result, proposals which include documentation (including references) of previous experience with municipal governments in this field will be viewed more favorably.
- *Personnel Assignments* - Proposals with detailed accounts of team members' applicable experiences and their anticipated roles in this project will be viewed more favorably.
- *Expertise Level* - Each Respondent should provide evidence of the breadth of his/her/their expertise.
- *Cost Proposal* - The successful respondent will not necessarily be that with the lowest cost, but that which provides the greatest value to the City.

The City will select the most advantageous proposal based on all of the evaluation factors set forth in this RFP, as determined to be in the best interest of the City. Each proposal must satisfy the objectives and requirements detailed in this RFP to be considered. The successful respondent shall be determined by an evaluation of the total content of the proposal submitted. The City shall not be obligated to explain the results of the evaluation process to any Respondent.

The Municipal Council must vote to accept the proposal of the selected respondent, which is anticipated to occur within 30 days of the submission deadline, but may be held for consideration for any longer period as deemed necessary by the City.

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REQUEST FOR PROPOSALS (RFP) 5-Year Urban Enterprise Zone Development Plan

October 1, 2024 - September 30, 2025

SUBMISSION CHECKLIST

This checklist must be completed and submitted along with all proposals. A submission that does not contain all items listed in the checklist will be rejected.

- Proposal Statement & Attachments
- Mandatory Equal Employment Opportunity Statement
- AA-302 Employee Information Report or Certificate of Employee Information Report
- Non-Collusion Affidavit
- Business Ownership Disclosure
- Political Contribution Disclosure
- New Jersey Business Registration Certificate*
- 2024 IRS Form W-9
- Proof of Insurance

- Authorized signatures on all documents (and notarized, as applicable)
- 1 bound original, 5 paper copies, and 1 electronic copy of entire submission

* NOTE: N.J.S.A. 52:32-44 prohibits the City from entering any contract for goods or services unless the other party to the contract provides a copy of valid business registration certificates for itself and any subcontractors it intends to utilize in providing services.

The undersigned hereby acknowledges the above listed requirements.

For _____
(Individual or Firm Name)

By: _____
(Signature)

(Date)

(Printed Name)

(Title)

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, _____, (“contractor” or “subcontractor”, as appropriate), 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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 or subcontractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, 1 of the following 3 documents:

1. Federal Letter of Approval of Equal Employment Opportunity Policies;
2. Certificate of Employee Information Report; or,
3. Completed Employee Information Report Form AA302.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE (cont'd)

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

The contractor or subcontractor shall furnish such reports or other documents to the City as may be requested from time to time in order to carry out the purposes of these regulations, and the City may furnish such information as may be requested by the New Jersey Division of Purchase & Property, Contract Compliance Administration Unit, EEO Monitoring Program for purposes of conducting a compliance investigation pursuant to *N.J.A.C. 17:27-10 et seq.*

The undersigned hereby acknowledges the above listed requirements.

For _____
(Individual or Firm Name)

By: _____
(Signature)

(Date)

(Printed Name)

(Title)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
COUNTY OF _____ : ss.

I, _____, on behalf of the firm of _____, upon my oath or affirmation, hereby depose and say:

1. That I executed the documents submitted herein with full authority so to do;
2. That neither I nor the firm has directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this contract;
3. That all statements contained in the documents submitted herewith, and in this Affidavit are true and correct, and made with full knowledge that the City of Orange Township will rely upon the truth of the statements contained therein in making determinations regarding award of this contract; and,
4. that no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except *bona fide* employees or *Bona fide* established commercial selling agencies of the proposer. See N.J.S.A. 52:34-25.

The undersigned hereby acknowledges the above listed requirements.

For _____
(Individual or Firm Name)

By: _____ (Date)

(Printed Name)

(Title)

Sworn before me on this _____ day of _____, 2024.

Notary Public

BUSINESS OWNERSHIP DISCLOSURE

Pursuant to N.J.S.A. 52:25-24.2, the City of Orange Township ("City") is prohibited from awarding a contract to any business entity unless, the business entity provides the City with a statement setting forth the names and addresses of all individuals with 10.00% or more ownership interest therein at the time of proposal.

A. Business Entity Name & Organization

Legal Name of Business Entity: _____

- Type of Entity: "C" Corporation "S" Corporation Limited Liability Company
 General Partnership Limited Partnership Limited Liability Partnership

B. Ownership Information

- No person or entity has 10.00% or greater ownership interest in the business entity.
- Names and addresses for all persons or entities with at least 10.00% ownership interest in the business entity, along with corresponding ownership interest percentages, are as follows (attach additional sheets as necessary):

Name	Address	Ownership %

- If any owner identified above is a business entity list the names and addresses of all persons and/or entities owning at least 10.00% of each such entity, repeating this process until the names and addresses of all non-businesses owning at least 10.00% of the business and all related entities are disclosed (attach additional sheets as necessary):

Name	Address	Ownership %

If the business entity has a direct or indirect parent entity which is publicly traded, and any person holds a 10.00% 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 SEC (or foreign equivalent) that contain the name and address of each person holding a 10.00% 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 necessary):

URL of Last Annual SEC (or foreign equivalent) Filing	Page #

BUSINESS OWNERSHIP DISCLOSURE CERTIFICATION (cont'd)

C. General Disclosures

The following questions must be answered as to the business entity and all parties identified in Part B above ("owner"). To the extent the answer to any question is "yes", a separate explanation identifying the relevant party(ies) and the circumstances involved must be appended to this Disclosure.

Has the business or any owner been a party in litigation brought within the last 5 years involving laws governing hours of labor, minimum wage standards, discrimination in wages or child labor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been charged with, convicted of, under indictment, on parole, on probation or a plaintiff in, any criminal or civil offense other than a minor motor vehicle violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been subject to, or have pending, any disciplinary action by any administration, governmental or regulatory body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been subject to any order resulting from any criminal, civil or administrative proceeding brought by any administrative governmental, or regulatory agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been denied any license on the grounds of moral turpitude by any administrative, governmental or regulatory agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner been informed that it/he/she is the target of any current investigation with respect to possible violations of state or federal securities, antitrust or criminal laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been denied a business-related license or had any such license suspended or revoked by any administrative, governmental or regulatory agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been debarred, suspended or disqualified from contracting with any federal, state or municipal agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been in receivership or adjudicated bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or any owner ever been in default on a personal or business loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

D. Certification

I hereby certify that the foregoing information and any attachments hereto are true and complete. I acknowledge that: (a) I am authorized to execute this certification on behalf of the business entity and all parties listed in Parts A and B above; (b) the City will rely on the information contained herein and the business and all owners are under a continuing obligation to notify the City in writing of any changes to the information contained herein; and, (c) I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do, the City will reject this submission and I may be subject to prosecution.

For _____
(Individual or Firm Name)

By: _____
(Signature)

(Date)

(Printed Name)

(Title)

POLITICAL CONTRIBUTION DISCLOSURE

Pursuant to *N.J.S.A. 19:44A-20.26*, this form must be submitted not later than 10 days prior to the award of any contract with the City of Orange Township (“City”).

A. Instructions

All persons and business entities contracting with the City must disclose contributions to:

1. any continuing political committee (*i.e.*, political action committee); and/or,
2. any candidate committee of a candidate for, or holder of, an elective office of the City, the County of Essex, another public entity within the County of Essex, and/or the legislative district where the City is located, (*see* Part B below).

The disclosure must list reportable contributions to any of the committees that exceed \$200.00 per election cycle, made during the 12 months prior to award of the contract. *See N.J.S.A. 19:44A-8; N.J.S.A. 19:44A-16*. For business entities, this requirement applies to:

- individuals with an ownership interest or control of more than 10.00% of the profits or assets of the business entity;
- all principals, partners, officers, or directors of the business entity and their respective spouses;
- any subsidiaries directly or indirectly controlled by the business entity;
- any New Jersey-based IRS Code § 527 organization, directly or indirectly controlled by the business entity and filing as a continuing political committee (*i.e.*, PAC).

When the contractor is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution [by the contractor].” *N.J.S.A. 19:44A-20.26(b)*.

Any contractor that fails to comply with these disclosure provisions shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount based upon the amount that the contractor 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, *N.J.S.A. 47:1A-1 et seq.*

B. List of Agencies & Elected Officials Required for Disclosure

State: Governor, and Legislative Leadership Committees

Legislative Districts: 21, 27, 28, 29, 34, 36, and 40
1 State Senator and 2 members of the General Assembly per district

County: County Executive; Commissioners; County Clerk; Sheriff; Surrogate; Registrar of Deeds

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

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

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