City of Orange Township
NEW JERSEY

Department of Planning & Economic Development

Laquana T. Best MPA Director

Building & Construction Division

Ibin Raheem, Construction Official

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

REQUEST FOR PROPOSALS (RFP)

UCC Elevator Safety Subcode Inspection & Plan Review Services

January 1, 2027- December 31, 2027

SUBMISSION DEADLINE

10:00 AM – November 10, 2026

I. INTRODUCTION

The City of Orange Township ("City" or "Orange") is located in Essex County, New Jersey, and is home to approximately 34,000 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 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 all matters affecting physical and economic development, including enforcement of the Uniform Construction Code Act ("UCC"), *N.J.S.A.* 52:27D-119 *et seq*., through the Building and Construction Division ("Division").

II. SCOPE OF SERVICES

The Division is seeking proposals from qualified respondents interested in providing inspection and plan review services to the City in connection with administration of the UCC Elevator Safety Subcode ("Elevator Subcode"), *N.J.A.C.* 5:23-12.1 *et seq*. The contract is for an initial term of 12 months—January 1, 2027, through Decemer 31, 2027—with an option for the City, in its sole discretion, to extend said term for an additional 12 months (*i.e.*, through December 31, 2028).

The successful respondent ("On-site Agency") must provide the City with a staff of at least 5 full-time licensed officials/inspectors, each of whom shall independently possess the qualifications set forth below, and be expected to perform all duties assigned in a timely manner. Substitutes must be provided for any absences (*e.g.*, sick leave, vacation leave, etc.), with notice to the Construction Official of any substitutes at least 2 weeks in advance, or as soon as possible in the event of an emergency.

A backlog of inspections will not be permitted, and the On-site Agency will be responsible for ensuring allocation of sufficient staff for all required inspections, re-inspections, plan reviews, and other duties assigned by the Construction Official in accordance with the UCC. As determined necessary by the Construction Official based on work volume, the On-Site Agency shall assign additional officials/inspectors to the City to accommodate the work volume within 2 business days of such request.

A. Official/Inspector Duties & Responsibilities

In accordance with the UCC, officials/inspectors are responsible for administering the Elevator Subcode and inspecting elevators for compliance with plans and specifications, as well as other related work as directed by the Construction Official, including without limitation:

- Inspecting new construction and renovation projects for Elevator Subcode compliance;
- Reviewing/approving plans of proposed structures for conformity with the Elevator Subcode;
- Establishing inspection schedules to ensure new elevators or those under renovation are inspected at critical stages of the construction or renovation;
- Inspecting elevator work during construction to ensure conformity with approved plans and the Elevator Subcode;
- Identifying and inspecting materials, methods and assemblies used during elevator construction or renovation for conformity with manufacturer standards and the Elevator Subcode;
- Ensuring contractors observe required standards set forth in approved plans and specifications.
- Halting work that does not meet reasonable standards of workmanship and safety, or comply with plans, specifications and/or legal requirements;

- Issuing and serving warnings, citations, notices of violations, stop work orders, or other appropriate notice for violations of the Elevator Subcode;
- Preparing violation reports, inspection reports and other correspondence;
- Presenting inspection findings to and appearing before the Construction Board of Appeals or other courts from time to time, as coordinated by the Construction Official and City Attorney; and,
- Maintaining necessary records, reports and files.

All officials/inspectors shall be present within Orange's municipal boundaries from 8:30a until 4:30p, every Monday through Friday, excluding legal holidays observed by the City. Each official/inspector must check in at the Division's offices at the start of each day to receive inspection assignments and/or review plans, and must report back at the end of each day to return work logs and follow-up on plan reviews.

B. Minimum Qualifications for Officials/Inspectors

The On-site Agency is responsible for confirming that all officials/inspectors assigned to the City possess the following minimum qualifications:

- Valid Elevator Subcode Official license issued by the New Jersey Department of Community Affairs ("DCA");
- Valid High-rise and Hazardous Structure Elevator Inspector license issued by DCA;
- Driver license valid in the State of New Jersey, and personal/commercial vehicle[1];
- Knowledge of office procedures for inspectors, including common forms and records;
- Knowledge of procedures for proper review and approval of permit applications;
- Knowledge of the UCC, as well as of the Elevator Subcode and its background, purpose and place in local government structure relative to other UCC enforcement programs;
- Knowledge of elevator, mechanical, and electrical maintenance inspections and design;
- Knowledge of the purpose and fundamentals of stop work orders, notices of violations and court actions;
- Knowledge of powers and procedures available to address hazardous conditions;
- Knowledge of the situations requiring a warrant and the process of obtaining and issuing a warrant;
- Knowledge of the administrative hearing process under the UCC;
- Ability to schedule and organize work, and independently resolve problems;
- Ability to establish and maintain effective working relationships;
- Ability to prepare/maintain clear, sound, accurate and informative case records and reports containing findings, conclusions and recommendations; and,
- Ability to learn various types of electronic and/or manual recording and information systems used by the Division (if computer training is necessary, as determined by the Construction Official, the On-site Agency shall be responsible for providing said training).

[1] Official municipal vehicles will not be available for use by the On-site Agency or its assigned staff; however, vehicle placards will be available for use by the On-site Agency's assigned staff during inspection hours.

Officials/inspectors must also undergo criminal history record checks (conducted by the On-site Agency) and receive clearance from the Construction Official prior to being permitted to conduct inspections.

C. Term

The On-site Agency shall initially be appointed for a period of 12 months—January 1, 2027, through December 31, 2027—with the City having an exclusive option to extend the appointment for 1 additional 12-month period (*i.e.*, through December 31, 2028).

D. Fees

During the initial term and any extension thereof, the On-site Agency shall receive no more than 50% of the fee amounts set by the DCA for inspection and/or plan review under the Elevator Subcode, with the City receiving the remainder to offset associated administrative costs. Payments will be made to the On-site Agency on a monthly basis.

E. Insurance & Indemnification

During the initial term and any extension thereof, the On-site Agency shall maintain insurance coverages as follows:

a. errors and omissions insurance with a policy limit of at least $1,000,000.00 per occurrence;

b. general liability/business operations insurance with a policy limit of at least $1,000,000.00 per occurrence;

c. workers compensation insurance with appropriate policy limits for all personnel that would be assigned to work with the City; and,

d. automobile liability insurance with a policy limit of at least $1,000,000.00 per occurrence for each vehicle that would be used in providing services to the City.

The On-site Agency will also be required to indemnify, defend and hold the City harmless against all claims, demands, actions, suits, judgments and/or liens arising from the services performed, or material supplies and devices furnished by the On-site Agency.

F. 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*. The On-site Agency 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 respondent 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 Scope of Services herein, may be made, if and when necessary, by the consent of both parties, with approval of the Municipal Council. The On-site Agency shall not be permitted to assign any interest in this contract, and shall not transfer any interest in the same without prior approval by the Municipal Council.

III. PROPOSAL SUBMISSION & EVALUATION

A. Required Components

Proposals shall include, at minimum, the following information:

a. a description of the respondent's professional experience, with special attention to the respondent's experience working specifically with urban municipal governments;

b. a description of the respondent's business type (*e.g.*, corporation, LLC, partnership, etc.), as well as its ownership and organizational structure;

c. the number of years the respondent has been conducting business under the present name;

d. resumes of all principals, project managers and professional staff who would work directly with the City, as well as copies of valid Elevator Subcode Official and High-rise and Hazardous Structure Elevator Inspector licenses issued by the DCA, as applicable, for all staff who would work directly with the City;

e. proposed fee schedule (*i.e.*, proposed percentage split of fee amounts set by the DCA for inspection and/or plan review under the Elevator Subcode);

f. A complete list of all municipalities served by the respondent specifically identifying the Subcodes enforced in each municipality named and the number of permits supervised with the number of inspections performed during an average month of the previous year;

a. references who can attest to the respondent's ability to work on similar projects and prior municipal experience, including:

- name of Municipality;
- contact person and title; and,
- telephone number and email address;

b. a list of any judgments, claims or suits pending or outstanding against the respondent, with explanations regarding the nature and status of each;

c. a statement regarding whether the respondent is now or was ever involved in any bankruptcy or reorganization proceedings in the last 10, with explanations of any such circumstances;

d. a statement regarding whether the respondent or any of its staff, currently or within the last 10 years, is/has been the subject of or named as a defendant in any legal action involving death, dismemberment or trauma as a result of elevator inspection services provided by the respondent, with explanations of any such circumstances;

e. a statement regarding whether the respondent or any of its personnel have ever been charged by any law enforcement agency and/or the DCA with respect to improper code enforcement, or overcharging of fees for elevator inspections or permit applications in any municipality where the respondent was under contract, with explanations of any such circumstances;

f. a statement regarding whether the respondent or any of its personnel have ever been the target(s) of an investigation by the DCA for false and/or misleading statements, with explanations of any such circumstances, including without limitation whether any violations and/or penalties were imposed, as well as the amount and dispositions of each;

e. 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;

f. a completed Business Ownership Disclosure (included);

g. a completed Non-Collusion Affidavit (included);

h. a completed Political Contribution Disclosure for each principal with 10% or greater ownership interest in the firm (included);

i. a New Jersey Business Registration Statement;

j. a completed IRS Form W-9 dated January 1, 2026, or later;

k. proof of errors and omissions insurance with a policy limit of at least $1,000,000.00 per occurrence (the successful respondent will be required to provide a Certificate of Insurance naming the City as an additional insured);

l. proof of general liability/business operations insurance with a policy limit of at least $1,000,000.00 per occurrence (the successful respondent will be required to provide a Certificate of Insurance naming the City as an additional insured);

m. proof of workers compensation insurance with appropriate policy limits for all personnel that would be assigned to work with the City (the successful respondent will be required to provide a Certificate of Insurance naming the City as an additional insured); and,

n. proof of automobile liability insurance with a policy limit of at least $1,000,000.00 per occurrence for each vehicle that would be used in providing services to the City (the successful respondent will be required to provide Certificates of Insurance naming the City as an additional insured).

Failure to include all information listed above may result in a proposal being declared nonresponsive and, therefore, rejected under New Jersey law.

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 Construction Official Ibin Raheem, at IRaheem@OrangeNJ.gov, no later than 4:00 PM on November 9, 2026. 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 November 10, 2026, addressed to:

City of Orange Township
Department of Planning & Economic Development
Building & Construction Division
ATTN: Ibin Raheem, Construction Official
29 North Day Street, Third Floor Room 305
Orange, New Jersey 07050

Electronic or fax proposals are 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; and,
- 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; and,
- 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 an On-site Agency 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, after considering the total content of the proposal submitted, including without limitation the following factors:

- *Prior Experience* - The City does not wish to overly educate the On-site Agency or its assigned staff to the workings (both operational and statutory) of municipal government, and so proposals including documentation 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 will be viewed more favorably.
- *Expertise Level* - Each respondent should provide evidence of its breadth of expertise.
- *Fee Proposal* - The successful respondent will not necessarily be that with the lowest fee proposal, but that which provides the greatest value to the City.

Each proposal must satisfy the objectives and requirements detailed in this RFP to be considered, and the City is not obligated to explain the results of the evaluation process.

The Municipal Council must vote to accept the proposal of the selected respondent, which is anticipated to occur shortly following 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
UCC Elevator Safety Subcode Inspection & Plan Review Services

January 1, 2027 - December 31, 2027

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*
- ☐ 2026 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 _____
(Respondent)

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.

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_____
(Respondent)

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_____
(Respondent)

By:_____ _____
(Signature) (Date)

_____
(Printed Name)

_____
(Title)

Sworn before me on this _____ day of _____, 2026.

_____
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 name and address of each individual or business entity with 10% or greater ownership thereof at the time of the 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.

☐ Name and address for each person or business entity with at least 10% ownership of the respondent, along with corresponding ownership percentage, is as follows (attach additional sheets as necessary):

Name	*Address*	*Ownership %*

☐ Name and address for each person or business entity with at least 10% ownership of any business entity listed as an owner of respondent, repeating this process until the name and address of each non-businesses owning at least 10% 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 that is publicly traded, and any person holds a 10% or greater beneficial interest in the publicly traded parent entity as of the last annual federal SEC or foreign equivalent filing, ownership disclosure can be met by providing links to the website containing the last annual filing with the SEC (or foreign equivalent) that contains 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 necessary):

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

BUSINESS OWNERSHIP DISCLOSURE (cont'd)

C. General Disclosures

The following questions must be answered as to the respondent and all parties identified in Part B above ("owners"). 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?	☐ Yes ☐ 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?	☐ Yes ☐ No
Has the business or any owner ever been subject to, or have pending, any disciplinary action by any administration, governmental or regulatory body?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ No
Has the business or any owner ever been debarred, suspended or disqualified from contracting with any federal, state or municipal agency?	☐ Yes ☐ No
Has the business or any owner ever been in receivership or adjudicated bankrupt?	☐ Yes ☐ No
Has the business or any owner ever been in default on a personal or business loan?	☐ Yes ☐ 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_____
(Respondent)

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 ownership or control of more than 10% 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 based on the amount that was not reported.

The following 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 may be disclosed 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	

POLITICAL CONTRIBUTION DISCLOSURE (cont'd)

B. List of Agencies & Elected Officials Required for Disclosure (cont'd)

Boards of Education (members of the board):

Belleville Public School District	Irvington Public School District	Roseland Public School District
Bloomfield Public School Dist.	Livingston Public School District	South Orange-Maplewood PSD
Caldwell-West Caldwell PSD	Millburn Public School District	Verona Public School District
Cedar Grove Public School Dist.	Newark Public School District	West Essex Regional PSD
Essex Fells Public School Dist.	North Caldwell Public Sch. Dist.	West Orange Public School Dist.
Fairfield Public School District	Nutley Public School District	
Glen Ridge Public School Dist.	Orange Public School District	

C. Contractor Information

Legal Name of Business Entity:_____

Address:_____

_____

D. Reportable Contribution Disclosure

Pursuant to *N.J.S.A.* 19:44A-20.26, this disclosure must include all reportable political contributions (more than $200.00 per election cycle) over the 12 months prior to submission (attach additional sheets as necessary).

☐ No reportable contributions.

Contributor	*Recipient*	*Date*	*Amount*

E. Certification

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

By:_____ _____

(Signature) (Date)

_____

(Printed Name)

_____

(Title)