



Christopher M. Hartwyk
Business Administrator

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

REQUEST FOR QUALIFICATIONS

**Municipal Tax Appeal Real Estate
Appraiser/Consultant Services**

January 1, 2026 - December 31, 2026

SUBMISSION DEADLINE
1:00 PM - December 4, 2025

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

The City of Orange Township
29 North Day Street
Orange, New Jersey 07050

CONTACT PERSON

Christopher M. Hartwyk
Business Administrator
29 North Day Street
Orange, New Jersey 07050

INTRODUCTION AND PURPOSE

The City of Orange Township (hereinafter the “City”) is requesting qualifications from qualified individuals and firms to serve as Real Estate Appraiser/Consultant including, but not limited to, the defense of tax appeals. Qualifications will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). If selected, the governing body will approve a resolution listing the individual and firm as approved Municipal Tax Appeal Real Estate Appraiser/Consultant based on an annual amount not to exceed \$15,000.00

PERIOD OF QUALIFICATION

January 1, 2026 – December 31, 2026.

FORM AS TO SELECTION

If selected to provide services, the successful Respondent shall be required to execute a form contract, which includes indemnification, insurance, termination and licensing provisions. A complete copy of a draft City contract is available upon request.

It is also agreed and understood that the acceptance of the final payment shall be considered a release representation shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications (RFQ):

“City” – refers to the City of Orange Township.

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“Qualified Respondent” – refers to those Respondents who (in the sole judgment of the City) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested persons and/or firm(s) that submit a Qualification Statement.

“Period of Qualification” – refers to the period (January 1, 2026 – December 31, 2026) during which a successful Respondent will remain eligible for services under the terms of this RFQ.

SECTION I **INTRODUCTION AND GENERAL INFORMATION**

1.1 Introduction and Purpose

The City of Orange Township is soliciting Qualification Statements from interested persons and/or firms to provide professional services, as more particularly described herein. Through a Request for Qualification process described herein, person and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City of Orange Township will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all information required to be included as described herein (in the sole judgment of the City). The City intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the level of compensation, terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

1.2 Procurement Process and Schedule

The selection process is in accordance with the “New Jersey Local Unit Pay-to-Play”, Law and municipal ordinances establishing the “pay-to-play” criteria. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive fair and open process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the City Attorney of the City of Orange Township. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the City Attorney will evaluate and determine which Respondents are qualified (professionally, administratively and financially) to be submitted to the Municipal Council for approval.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

Qualification Statements must be submitted to, and be received by the Office of Procurement, via mail or hand delivery, by 1:00 p.m. on Thursday, December 5, 2024. Qualification Statements **will not** be accepted by facsimile or e-mail transmissions. Qualification Statement shall be opened in the City Attorney's Office, located on the 2nd floor of Orange City Hall, Orange, New Jersey.

TABLE I
ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY DATE

1. Publication of Request for Qualifications **October 23, 2025.**
2. Commence Issuance of Request for Qualification Packages **October 23, 2025.**
3. Receipt of Qualification Statement **December 4, 2025.**

1.3. Conditions Applicable to RFQ.

- Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:
- This document is an RFQ and does not constitute a Request for Proposals (RFP).
- This RFQ does not commit the City to issue an RFQ.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the City and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

- The City may request Respondents to send representatives to the City for interviews.
- Any and all Qualification Statements not received by the City's Law Department Procurement by **1:00 p.m. on December 4, 2025, will be rejected.**
- Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

1.4. Rights of City.

The City reserves the right to reject any and all submissions, if necessary, or to waive any informalities in submissions and to accept any item, items or services in the submissions that are in the best interest of the City. The City of Orange Township reserves the right to terminate services upon notice to the submitter.

1.5 Addenda or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

1.6 Qualification Statement Format.

Qualification Statements must cover all information requested in this RFQ. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2 **SCOPE OF SERVICES**

It is the City's intent to solicit Qualification Statements from Respondents that have expertise in providing professional legal services as described below and as set forth in the attached Notice of Solicitation for Responses. Respondents must demonstrate that they will have the continuing capabilities to perform these services.

The City of Orange seeks to appoint a Real Estate Appraisal/Consulting Company to serve as Appraiser/Consultant to the municipality, and the Municipal Tax Assessor, including, but not limited to, the defense of tax appeals.

The applicant must be a State Certified Appraiser and should demonstrate knowledge of assessment and appraisal practices, both residential and commercial properties, and must have appeared before the Essex County Tax Board, State Tax Court and other appellant bodies as appropriate.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualification set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification.
3. Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, “Principals” means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, “Principals” shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents’ approval rights over the activities of the Respondent submitting a Qualification Statement. Respondent shall also describe the approval process.

- (c) If the Respondent is a partnership or a joint venture or similar organization, it shall provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 5. The number of years Respondent has been in business under the present name.
 - 6. The number of years Respondent has been under the current management.
 - 7. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice and an explanation for each judgment.
 - 8. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceeding in the last ten (10) years. If yes, provide an explanation.
 - 9. Confirm appropriate federal and state licenses to perform activities.
 - 10. An executed letter of intent.

3.3 Professional Information Requirements

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

- 1. Description and scope of work by Respondent.
- 2. Name, address and contact information of references.
- 3. Explanation of perceived relevance of the experience to the RFQ.

b. Brief description of Respondent's relevant clients including municipal government clients during the last three (3) years.

c. Resumes of key employees.

d. A narrative statement of the Respondent's understanding of the City's needs and goals.

e. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.

f. Proof by way of a Certificate of Insurance reflecting the firm's coverage for a minimum of \$500,000 of Professional Liability Insurance.

g. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

Submission of Qualification Statements

Respondents must submit an original and two (2) copies of their Qualification Statement to the Designated Contact Person:

Qualification Statements must be received by the City no later than **1:00 P.m. on Thursday, December 4, 2025**, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail **will not be** accepted. To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The City's objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of City of Orange Township. The City will consider Qualification Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ. Qualification Statements will be evaluated by the City on the basis of which is the most advantageous, experience and other factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the municipal corporation;
3. Pertinent government experience; and
4. Other factors demonstrated to be in the best interest of the City.

The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in the RFQ. The City will make the award(s) that is in the best interest of the City.

Each Qualification Statements must satisfy the objectives and requirements detailed in this RFQ except as otherwise stated. Successful Respondent shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to not select any of the Qualification Statements.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

SECTION 6

GENERAL TERMS AND CONDITIONS

1. The City reserves the right to reject any or all Qualification Statements, if necessary, or to waive any information in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.
2. Each Qualification Statement must be signed by the person authorized to do so.
3. Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification Statements unopened. Qualification Statements will not be accepted by facsimile or e-mail.
4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the period of engagement, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause; (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.
5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's decision shall be final and conclusive.
8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.
9. All applicants must submit a Business Registration Certificate issued by the State of New Jersey, Department of the Treasury.
10. Certification Employee Report.

END OF GENERAL INSTRUCTIONS



REQUEST FOR QUALIFICATIONS

Municipal Tax Appeal Real Estate Appraiser/Consultant Services

January 1, 2026 - December 31, 2026

SUBMISSION CHECKLIST

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

- ☐ Qualification Statement
- ☐ Proof of Required Insurance Coverage
- ☐ Mandatory Equal Employment Opportunity Compliance Statement
- ☐ Federal Letter of Approval of Equal Employment Opportunity Policies, New Jersey Certificate of Employee Information Report or AA-302 Employee Information Report
- ☐ Americans with Disabilities Act Compliance Statement
- ☐ Non-Collusion Affidavit
- ☐ Business Ownership Disclosure
- ☐ Political Contribution Disclosure
- ☐ New Jersey Business Registration Certificate*
- ☐ Authorized signatures on all documents (and notarized, as applicable)
- ☐ Letter of Intent
- ☐ Letter of Qualification
- ☐ 1 bound original and 2 paper copies.

* 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 COMPLIANCE STATEMENT

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 City of Orange Township (“City”) 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 City advising the labor union or workers’ representative of the contractor’s commitments under the law, 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.

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MANDATORY EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT (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: _____ (Date) _____
(Signature)

(Printed Name)

(Title)

MANDATORY AMERICANS WITH DISABILITIES ACT COMPLIANCE STATEMENT

42 U.S.C. §§ 12101 *et seq.*

Goods, Professional Service and General Service Contracts

During the performance of this contract, _____, (“contractor”), agrees as follows:

The provisions of Title 11 of the Americans With Disabilities Act of 1990 (“Act”), 42 U.S.C. §§ 12101 *et seq.*, which prohibit discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made part of this contract. In providing any aid, benefit, or service on behalf of the City of Orange Township (“City”) pursuant to this contract, the contractor agrees that performance shall be in strict compliance with the Act. In the event that the contractor or subcontractor, or its agents, servants, employees, or subcontractors violates or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the City in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the City, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any complaints brought pursuant to the City’s grievance procedure, the contractor agrees to abide by any decision of the City rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the City, or if the City incurs any expenses to cure a violation of the Act pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The City shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the City or any of its agents, servants and employees, the City shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice summons, pleading, or other process received by the City and/or its representatives.

It is expressly agreed and understood that any approval by the City of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the City pursuant hereto.

It is further agreed and understood that the City assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this contract. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification shall in no-way limit the contractor’s obligations assumed in the contract, and shall not be construed to relieve the contractor from any liability or preclude the City from taking any other actions available to it under any other provisions of the contract or the law.

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) _____
(Signature)

(Printed Name)

(Title)

Sworn before me on this _____ day of _____, 202_.

(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 single 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):

<i>Name</i>	<i>Address</i>	<i>Ownership %</i>

- ☐ 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):

<i>Name</i>	<i>Address</i>	<i>Ownership %</i>

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):

<i>URL of Last Annual SEC (or foreign equivalent) Filing</i>	<i>Page #</i>

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?	☐ 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 _____
(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
Bloomfield Township
Caldwell Borough
Cedar Grove Township
City of East Orange
Essex Fells Borough
Fairfield Township

Irvington Township
Livingston Township
Maplewood Township
Millburn Township
Montclair Township
City of Newark
North Caldwell Borough

City of Orange Township
Roseland Borough
South Orange Village
Verona Township
West Caldwell Township
West Orange Township

Glen Ridge Borough

Nutley Township

[CONTINUED ON NEXT PAGE]

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

<i>Contributor</i>	<i>Recipient</i>	<i>Date</i>	<i>Amount</i>

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)

LETTER OF QUALIFICATION

Date

Attn: Christopher M. Hartwyk
Business Administrator
City of Orange Township
29 N. Day Street
Orange, NJ 07050

RE: Request for Qualifications

Dear Mr. Hartwyk:

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Orange (“City”), dated **October 23, 2025**, in connection with the City’s need for _____ **Services**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief
Executive Officer

Signature of Chief
Financial Officer

Typed Name and Title

Typed name and Title

(Type Name of Firm) *

(Type Name of Firm)*

Dated:_____

Dated:_____

* If a joint venture, partnership or other formal organization is submitting a RFQ, each participant shall execute this Letter of Qualification.

LETTER OF INTENT

Date

Attn: Christopher M. Hartwyk
Business Administrator
City of Orange Township
29 N. Day Street
Orange, NJ 07050

RE: Request for Qualifications

Dear Mr. Hartwyk:

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Orange ("City"), dated **October 23, 2025**, in connection with the City's need for _____ **Services**.

(Name of Respondent)__ HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws. (Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)
(Typed Name and Title)
(Type Name of Firm)

Dated: _____

*If a joint venture, partnership or other formal organization is submitting a RFQ, each participant shall execute this Letter of Intent.