

**THE VILLAGE OF RIDGEWOOD**  
**131 North Maple Avenue, Ridgewood, NJ 07450**

**Request for Proposals  
For  
Legal Services  
For the  
Village of Ridgewood  
Planning Board**

**PROPOSAL OPENING**

**Date: *Tuesday, August 16, 2016***

**Time: *10:00 am***

**Place: *Village Hall Level Three Conference Room*  
*131 North Maple Avenue, Ridgewood, New Jersey 07450***

**July 29, 2016**

**File No. 16980**

# REQUEST FOR QUALIFICATIONS

The Village of Ridgewood is soliciting a Request for Qualifications (RFQ) for Planning Board Legal Services from July 1, 2016 through June 30, 2017. Qualifications packages will be received by the Village of Ridgewood, in the Level 3 Conference Room, at the Village Hall, 131 North Maple Avenue, Ridgewood, New Jersey 07450, on Tuesday, August 16, 2016 at 10:00 a.m. prevailing time, at which time they will be publicly opened for:

**“Request for Qualifications  
For  
Legal Services  
For the  
Village of Ridgewood Planning Board”**

The Village of Ridgewood is seeking qualification packages from firms for Legal Services for the Village Planning Board. The work shall include, but is not limited to: attendance at public meetings, preparation of resolutions memorializing board decisions and actions, litigation defense, addressing affordable housing issues and all other matters before the Board requiring attorney input.

The RFQ package may be obtained from the Engineering Division Offices, Level 3, Village Hall, 131 North Maple Avenue, Ridgewood, New Jersey 07450, (201) 670-5500, extension No. 238. Proposal packages may be examined or picked up in person between the hours of 8:30 a.m. and 4:30 p.m., at 131 North Maple Avenue, Ridgewood, New Jersey 07450, Monday through Friday. Prospective respondents requesting RFQ package documents be mailed to them shall be responsible for providing their own postage/delivery service remuneration. No RFQ packages shall be given out after 4:00 p.m. on Monday, August 15, 2016.

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq.; however, it is subject to the "New Jersey Local Unit Pay to Play Law", N.J.S.A. 19:44A-20.4, et. seq.

All work is net and exclusive of all Federal, State and Local Sales and Excise Taxes. Sealed Qualifications Packages may be submitted in person or by mail prior to the RFQ opening, addressed to the Office of the Village Clerk. The Village assumes no responsibility for loss or non-delivery of any qualification packages sent to it prior to the date and time stated for receipt of the RFQ's.

Each qualification package must be enclosed in a sealed envelope with the name of the respondent thereon and endorsed, **"Request for Qualifications for Legal Services for the Village of Ridgewood Planning Board"**.

All respondents shall present satisfactory evidence of being licensed and authorized to do business in the State of New Jersey for providing legal services. All respondents shall also provide a copy of their New Jersey Business Registration Certificate with their packages. All respondents shall adhere to the requirements presented in the "Request for Qualifications". The Village of Ridgewood reserves the right to reject any or all submittals received, to waive any informality or to accept a statement package, which in its judgment best serves the interest of the Village.

**" BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27).** A complete statement as to these requirements is included in the Request for Proposals.

By Order of the Village Manager

## **INTRODUCTION**

The Village of Ridgewood Planning Board is seeking qualifications packages from experienced Land Use Attorneys to provide legal services to the Board. Work shall include all aspects of municipal land use law work related to Planning Board. Compensation is from budgeted Village funds and applicant's escrow accounts.

### **A. VILLAGE INFORMATION**

The Village of Ridgewood is responsible for issuing this RFQ. Respondents requiring additional information regarding this RFQ shall direct all questions to:

Mr. Christopher J. Rutishauser, P.E., CPWM  
Director of Public Works/Village Engineer  
Village of Ridgewood  
131 North Maple Avenue  
Ridgewood, New Jersey 07450  
(201) 670-5500, Extension 239

### **B. PRE-SUBMISSION INFORMATION**

Please contact the Village Engineering Division at 201 670-5500, at extension 238 for any information regarding the Village of Ridgewood. Technical questions may be directed to the Village Engineer, Christopher J. Rutishauser, P.E., at 201 670-5500, extension 239 or [crutishauser@ridgewoodnj.net](mailto:crutishauser@ridgewoodnj.net)

### **C. BACKGROUND**

The Village of Ridgewood's Planning Board has a considerable workload, with four multi-family housing applications recently submitted that propose significant changes to various parcels in the Village, as well as the continuing matter regarding Valley Hospital. The Board will need to review the many concerns about these applications with the guidance of their selected legal counsel.

### **D. PROPOSED SCOPE OF WORK**

The successful respondent (interested persons and/or firms) shall provide legal counsel services in conjunction with various development applications and land use matters before the Board.



All work and recommendations shall meet acceptable professional practice standards.

The Scope of Work shall include, but not be limited to the following tasks:

- Review development applications submitted to the Board and comment to the Planning Board.
- Guide the Board with regard to legal matters during the hearings on an application
- Assist the Board with vetting consultants testifying before the Board.
- Attend all Planning Board meetings, being prepared to review applications. Meetings are generally held the first and third Tuesday of every month.
- Be able to handle all litigation matters the Board becomes involved with.
- The successful consultant shall bill for their services on no less than a monthly basis.

## **E. PROPOSAL SUBMISSIONS**

Respondents (interested persons and/or firms) who wish to be considered for selection as the Board Attorney for the described work must submit a complete response to this RFQ. All proposals shall become the property of the Village of Ridgewood.

The proposal shall include the costs of any and all sub-consultants or out-sourced work deemed necessary for the services provided.

All proposals shall be specifically written for this project and shall include:

- 1.) The firm's clear, concise understanding and approach to providing the services requested.
- 2.) Qualifications of the firm to provide the requested for services based upon similar past work experience. Past work shall be documented in the respondent's proposal. References will be contacted at the Village's discretion.
- 3.) Resumes of key personnel that will be assigned to the Village and their qualifications.
- 4.) Completed and signed Cost Proposal Form as provided with this RFQ.
- 5.) Satisfactory evidence of Professional Liability Insurance, and other insurances as may be required by the Village.
- 6.) Copy of the respondent's New Jersey Business Registration Certificate.
- 7.) A unit price schedule in accordance with the requested for services plus the respondent's firm standard rate of charges.
- 8.) Satisfactory evidence of compliance with N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27
- 9.) Completion and submittal of Schedule I, Disclosure of Investment Activities in Iran, blank copy attached.
- 10.) Submittal of a completed Political Contribution Disclosure Form, a.k.a. "Pay to Play" forms, prior to retention. Blank copy attached.

**ONE (1) ORIGINAL AND TEN (10) COPIES OF EACH RESPONDENT'S QUALIFICATIONS PACKAGE SHALL BE SUBMITTED TO THE LEVEL 3 CONFERENCE ROOM, VILLAGE HALL, AT: 10:00 AM on Tuesday, August 16, 2016.**

**F. RIGHT TO REJECT**

The Village reserves the right to reject any or all qualification packages received and to award this work in whole or part; to waive any informalities, if in its sole discretion it is in the best interest of the Village.

**G. ADDENDA**

The Village reserves the right to amend, add or delete any of the requirements of the RFQ. If it becomes necessary, a written addendum will be issued to all firms who were registered at RFQ pickup. Firms shall acknowledge receipt of such addenda, if issued, in their qualifications packages.

**H. COSTS**

The Village recognizes that labor efforts and out of pocket expenses will be expended by firms in providing a response to the RFQ. The Village shall assume no responsibility or liability in this regard for any costs incurred by a respondent who submits a proposal or a firm who performs some work to submit a proposal and then abandons its effort and does not submit a proposal or is not the selected successful respondent.

**I. PROPOSAL EVALUATION**

The Village Planning Board will evaluate all proposals submitted within the guidelines established herein. Evaluation criteria will include:

- Demonstration that the prospective respondent understands the needs of the Planning Board with respect to providing legal services related to development applications and land use matters before the Board.
- Ability to be prepared to answer land use related questions during hearings.
- The individual attorney proposed to be at meetings, along with an alternate. Team leaders, staffing and consultants. Specific responsibilities of the various team members. Delineation of management tasks of the intended project. Capability of

the respondent to integrate this work into the Firm's present workload to allow performance of the work within the Village's timetable and needs.

- Past experience of the project team and its individual members.
- The Village of Ridgewood will consider Qualification Packages only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.
- The overall experience of the respondent firm's background, size, present workload and experience in providing requested services in narrative form.
- Experience and familiarity with the rules and procedures of the Planning Board, New Jersey Zoning and Land Use Administration, and the Municipal Land Use Law (MLUL) N.J.S.A. 40:55D.
- Understanding of statutory time lines with land use applications.
- Affidavits of Professional Liability Insurance.
- Percentage of the total work actually performed by the respondent.
- Satisfactory vetting of any potential conflicts of interests with prospective applicants and any prior presentations to either Village Land Use Board.
- Experience and familiarity with Village of Ridgewood zoning and land use concerns and issues. Knowledge of Village land use issues is mandatory.
- The Board may request respondents to send representatives to a Board meeting for an interview.
- List all immediate relatives of Principal(s) of the Respondent who are Village employees or elected officials of the Village of Ridgewood. For purposes of the above, "immediate relative" shall mean a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Selected firms will be required to submit "Pay to Play" forms prior to retention by the Village

## **J. AFFIRMATIVE ACTION REQUIREMENTS**

The Contractor specifically agrees to comply with the affirmative action requirements as set forth in the attached Exhibit "A":



(REVISED 4/10)

**EXHIBIT A**

**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, the contractor 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

**EXHIBIT A**  
**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**  
*(continued)*

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 targeted 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, race, 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 shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



## VILLAGE OF RIDGEWOOD

### Cost Proposal Form

#### Effort Required for the Proposed Scope of Work

Hourly Rate for Legal Review by an Attorney  
Of Development Applications

\$ \_\_\_\_\_/hour

Hourly Rate for an Attorney to appear in Court  
On behalf of the Village

\$ \_\_\_\_\_/hour

Hourly Rate for an Attorney to deal with  
Litigation Matters

\$ \_\_\_\_\_/hour

Public Meeting Fee: Planning Board

\$ \_\_\_\_\_/per meeting

Meeting Fee: With Planning Board  
Professional staff

\$ \_\_\_\_\_/per meeting

Hourly Rate for Clerical and Support Staff

\$ \_\_\_\_\_/hour

#### **Total Fee**

\$ \_\_\_\_\_

The aggregate total fee will be used to assist in the selection of a firm by the Village.

The respondents are also requested to provide a rate fee schedule for staff and tasks that may arise outside the initial scope of this RFQ, etc.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Title: \_\_\_\_\_

Company Name, Address, Phone, email address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX C

### C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

#### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 52:34-25(b) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest:” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity 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.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

Signature

Printed Name

---

Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

## Continuation Page

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page \_\_\_\_ of \_\_\_\_

Vendor Name:

[illegible]☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 52:34-25**

**County Name: Bergen**

State: Governor, and Legislative Leadership Committees

State Legislative Districts: 32, 35, 36, 37, 38, 39, and 40

State Senator and two members of the General Assembly per district.

**County:**

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

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

Allendale Borough	Hasbrouck Heights Borough	Ridgefield Borough
Alpine Borough	Haworth Borough	Ridgefield Park Village
Bergenfield Borough	Hillsdale Borough	Ridgewood Village
Bogota Borough	Ho-Ho-Kus Borough	River Edge Borough
Carlstadt Borough	Leonia Borough	River Vale Township
Cliffside Park Borough	Little Ferry Borough	Rochelle Park Township
Closter Borough	Lodi Borough	Rockleigh Borough
Cresskill Borough	Lyndhurst Township	Rutherford Borough
Demarest Borough	Mahwah Township	Saddle Brook Township
Dumont Borough	Maywood Borough	Saddle River Borough
East Rutherford Borough	Midland Park Borough	South Hackensack Township
Edgewater Borough	Montvale Borough	Teaneck Township
Elmwood Park Borough	Moonachie Borough	Tenafly Borough
Emerson Borough	New Milford Borough	Teterboro Borough
Englewood City	North Arlington Borough	Upper Saddle River Borough
Englewood Cliffs Borough	Northvale Borough	Waldwick Borough
Fair Lawn Borough	Norwood Borough	Wallington Borough
Fairview Borough	Oakland Borough	Washington Township
Fort Lee Borough	Old Tappan Borough	Westwood Borough
Franklin Lakes Borough	Oradell Borough	Woodcliff Lake Borough
Garfield City	Palisades Park Borough	Wood-Ridge Borough
Glen Rock Borough	Paramus Borough	Wyckoff Township
Hackensack City	Park Ridge Borough	
Harrington Park Borough	Ramsey Borough	

Albert Pucciarelli for Council

Aronsohn for Council

Gwenn H. Hauck

Sedon for Council

Susan Knudsen for Ridgewood Village Council

Ramon Hache for Village Council

Friends of Voigt for Village Council

Bernadette Coghlan-Walsh

(continued on next page)



## Boards of Education (Members of the Board):

Allendale Borough	Haworth Borough	Ramapo-Indian Hill Regional
Alpine Borough	Hillsdale Borough	Ramsey Borough
Bergenfield Borough	Ho Ho Kus Borough	Ridgefield Borough
Bogota Borough	Leonia Borough	Ridgefield Park Township
Carlstadt Borough	Little Ferry Borough	Ridgewood Village
Carlstadt-East Rutherford	Lodi Borough	River Dell Regional
Cliffside Park Borough	Lyndhurst Township	River Edge Borough
Closter Borough	Mahwah Township	River Vale Township
Cresskill Borough	Maywood Borough	Rochelle Park Township
Demarest Borough	Midland Park Borough	Rockleigh
Dumont Borough	Montvale Borough	Rutherford Borough
East Rutherford Borough	Moonachie Borough	Saddle Brook Township
Edgewater Borough	New Milford Borough	Saddle River Borough
Elmwood Park	North Arlington Borough	South Hackensack Township
Emerson Borough	Northern Highlands Regional	Teaneck Township
Englewood Cliffs Borough	Northern Valley Regional	Tenafly Borough
Fair Lawn Borough	Northvale Borough	Teterboro
Fairview Borough	Norwood Borough	Upper Saddle River Borough
Fort Lee Borough	Oakland Borough	Waldwick Borough
Franklin Lakes Borough	Old Tappan Borough	Wallington Borough
Garfield City	Oradell Borough	Westwood Regional
Glen Rock Borough	Palisades Park	Wood Ridge Borough
Hackensack City	Paramus Borough	Woodcliff Lake Borough
Harrington Park Borough	Park Ridge Borough	Wyckoff Township
Hasbrouck Heights Borough	Pascack Valley Regional	

## Fire Districts (Board of Fire Commissioners):

None

## STOCKHOLDER DISCLOSURE CERTIFICATION

**Name of Business:**

☐

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

**OR**

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Partnership

☐

Limited Liability Corporation

☐

Limited Liability Partnership

☐

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2

\_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

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

\_\_\_\_\_  
(Corporate Seal)

**VILLAGE OF RIDGEWOOD**

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
Required Pursuant to N.J.S.A. 19:44A-20.8**

Professional Service Provider Business Entity \_\_\_\_\_

Date the contract or engagement is to be authorized: \_\_\_\_\_

The following are the named candidate committees, joint candidates committees, or political party committees representing the elected officials of the Village of Ridgewood as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r):

Albert Pucciarelli for Council  
Aronsohn for Council  
Gwenn H. Hauck  
Sedon for Council  
Susan Knudsen for Ridgewood Village Council  
Ramon Hache for Village Council  
Friends of Voigt for Village Council  
Bernadette Coghlan-Walsh

**Ownership Disclosure Certification**

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

**Check the box that represents the type of business entity:**

- |  |  |
|--|--|
| <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Corporation                   |
| <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Subchapter S Corporation      |
| <input type="checkbox"/> Limited Partnership           | <input type="checkbox"/> Limited Liability Corporation |
| <input type="checkbox"/> Limited Liability Partnership |  |

Name of Stock or Shareholder	Home Address

**Professional Service Provider Affirmation**

The undersigned, hereinafter referred to as the "undersigned" or "I", being authorized and knowledgeable of the circumstances, does hereby certify that in the one year period preceding the date that the contract or engagement is legally authorized, that neither the service provider business entity nor the persons listed above have made any reportable contributions pursuant to N.J.S.A. 19:44A-1 et. seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract or engagement. The undersigned and all persons listed above understand that this includes any reportable contribution to any official, candidate, candidate committee, political party committee, joint candidates committee or political party representing elected officials or candidates as defined pursuant to N.J.S.A. 19:44A-3(p),(q), and (r) of the Village Council of the Village of Ridgewood. Further, the undersigned and all persons listed above understand that they are barred from making such contributions during the period of this contract. The undersigned is fully aware that if I or any of the persons listed above have misrepresented in whole or part this affirmation and certification, I and/or the service provider business entity will be liable for any penalty permitted under law.



Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day \_\_\_\_\_  
of \_\_\_\_\_, 2\_\_\_\_\_. (Affiant)

\_\_\_\_\_  
Notary Public of New Jersey (Print Name & Title of Affiant) (Corporate Seal)  
Listed below is statutory text related to the Service Provider Political Contribution Disclosure Certification "Local Unit Pay-to-Play" (P.L. 2004, c.19, as amended by P.L. 2005, c. 51)

**"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

"The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)"