NOTE: The Planning Board of the Borough of Fair Lawn will consider Qualification Statements 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.

REQUEST FOR QUALIFICATIONS

FOR THE PROVISION OF THE FOLLOWING PROFESSIONAL SERVICES FOR 2026:

PLANNING BOARD ATTORNEY

PLANNING BOARD ENGINEER

PLANNING BOARD PLANNER

ISSUE DATE: December 5th 2025

DUE DATE: January 5th 2026 10:00am

CONTRACTS AWARDED – January 12th 2026

ISSUED BY:

FAIR LAWN PLANNING BOARD
8-01 FAIR LAWN AVENUE
FAIR LAWN, NEW JERSEY 07410

GLOSSARY

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

"Board" - refers to the Borough of Fair Lawn Planning Board.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent(s)" - refers to the Respondent(s) who (in the sole judgment of the Board) have satisfied the qualification criteria for the specific services set forth in this RFQ and for which they are submitting a response.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto, for the Provision of the following Professional Services for 2026:

Planning Board Attorney;
Planning Board Engineer
Planning Board Planner;

"Respondent" or "Respondents" - refers to the interested individuals and/or firms who submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Board is soliciting Qualification Statements from interested persons and/or firms for the provision of the following Professional Services for 2026, as more particularly described herein:

- **PLANNING BOARD ATTORNEY**
- **PLANNING BOARD ENGINEER**
- **PLANNING BOARD PLANNER**

Through this Request for Qualifications process described herein, persons and/or firms interested in providing Professional Services to the Board must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Board will review Qualification Statements only from those firms who submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the Board). The Board intends to qualify individual(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the Professional Services for which they are submitting a Qualification Statement, and (b) will agree to work under the compensation terms and conditions determined by the Board to provide the greatest benefit to the taxpayers of the Borough.

1.2. Procurement Process and Schedule.

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. The selection is subject to the "New Jersey Local Unit Pay-to-Play Law," N.J.S.A. 19:44A-20.4 et seq. and the Borough's Local Pay to Play ordinance, codified in the Borough Code at Chapter 2, Article XXI entitled "Withholding No Bid Public Contracts from Political Contributors." The Board has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive 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 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received. Respondents agree to, at all times, abide by all requirements of New Jersey law, including, but not limited to the aforementioned "New Jersey Local Unit Pay-to-Play Law" and the Borough's Local Pay to Play ordinance, as well as any and all relevant Executive Orders, and the New Jersey Election Law Enforcement Commission disclosure requirements.

Qualification Statements will be reviewed and evaluated by the Board, its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for a job for which they or their firm submitted a Qualification Statement. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Board will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Board) will be designated as a Qualified Respondent and considered during the evaluation process for the award of a contract for the Professional Services for which they have submitted a Qualification Statement(s).

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 Board 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 Board's Designated Contact Person, in writing and electronically.

Designated Contact Person:

Tara Longo
Planning Board Secretary
8-01 Fair Lawn Avenue Room #112
Fair Lawn, New Jersey 07410
tlongo@fairlawn.org 201-794-5308

Qualification Statements must be submitted in sealed envelopes to, and be received by, the Borough via regular mail, overnight or express mail by 10:00 a.m. Prevailing Time on Monday, January 5th 2026. The Qualification Statements will be publicly opened in the Office of the Planning Board on Monday, January 5th 2026. Qualification Statements will not be accepted by facsimile transmission or via email.

Respondents must print their names on the outside of the sealed envelope, together with the words:

"Request for Qualifications for the following Professional Services:
[Identify each of the services for which a response is being provided]."

Subsequent to issuance of this RFQ, the Board (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Board.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualifications	December 5th 2025
2.	Receipt of Qualification Statements	January 5th 2026
3.	Public Opening of Qualification Statements	January 5th 2026
4.	Award of Professional Services Contracts	January 12th 2026

Section 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, 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 Board to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- All Qualification Statements shall become the property of the Board and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Board (in the exercise of its sole discretion) in accordance with applicable law.
- The Board may request Respondents to send representatives to the Board for interviews.
- Any and all Qualification Statements not received by the Board by 10:00 a.m. Prevailing Time on Monday, January 5th 2026 will be not be accepted and will be returned unopened.
- Neither the Board, nor its staff, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Request for Qualifications, 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.

Section 1.4. Rights of Board.

The Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To reject for any reason any and all Qualification Statements and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- To reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.

- To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Board may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Board shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the Board may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Board 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 Cost of Qualification Statement Preparation.

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Board, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7 Qualification Statement Format.

Qualification Statements should cover all information requested herein, including answer to all Questions required to be answered in this RFQ.

Respondents may submit responses for more than one (1) of the Professional Services covered by this RFQ. The Board, in its discretion and in accordance with applicable law, reserves the right to (i) decline to award any contract, (ii) award only (1) contract, or (iii) award more than one (1) contract, to a Respondent who submits a Qualification Statement for more than one (1) of the Professional Services covered by this RFQ.

Qualification Statements that, in the sole judgment of the Board, 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 intent of the Board to solicit Qualification Statements from Respondents who have expertise in the provision of the Professional Services for the Scope of Services listed below. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform the Professional Services.

BOARD ATTORNEY

The Board Attorney shall perform such duties as required of, or provided by, a Municipal Attorney pursuant to general law or ordinances of the Borough of Fair Lawn; shall represent the Board in all judicial and administrative proceedings in which the Board or any of its officers or agencies may be a party or have an interest except where the Board is represented by special counsel or as otherwise directed; shall give all legal counsel and advice where required by the Board Chairman and/or Board Secretary and shall generally serve as the legal advisor to the Board on all matters of Board business.

In furtherance of such general powers and duties, but without limitation thereto, the Board Attorney shall have the following duties, functions and responsibilities, and meet the following specific qualifications, in addition to all other qualifications required by this RFQ:

- Must be licensed to practice law in, and a member in good standing of the Bar of the State of New Jersey
- Must have a minimum of five (5) years' experience as a Planning Board Attorney in New Jersey
- Must be available to attend all work meetings, regular and special meetings of the Planning Board, as may be requested
- Shall draft or approve as to form and sufficiency all legal documents on behalf of the Board.
- Shall render written and verbal legal opinions upon any question of law submitted as requested by the Board
- Shall perform all other legal services as may be requested by the Board Chairman and/or Secretary from time to time

BOARD PLANNER OF RECORD

The Board Planner shall serve as the Board's Municipal Planner of Record, and shall provide all the duties required of a Board planner. The Board Planner shall be a licensed Professional Planner, in good standing, in the State of New Jersey. The Board Planner shall have a minimum of five (5) years' experience serving as a planning board planner in the State.

BOARD ENGINEER

The Board Engineer shall serve as the Board's Engineer of Record, and shall provide all the duties required of a Board engineer. The Board Engineer shall be a licensed P.E. in good standing, in the State of New Jersey. The Board Engineer shall have a minimum of five (5) years' experience serving as a planning board engineer in the State.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

In addition to the professional qualifications stated in Section 2, the Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3, and shall incorporate the information requested below.

In addition to the information by this Request for Qualifications, 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.

Section 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 other parts of the Qualification Statement.

2. An executed Letter of Qualification (See Appendix A to this RFQ).

3. Name, address and telephone number of the firm submitting the 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 firm, its ownership and its organizational structure.

    (a) Provide the names and business addresses of all Principals of the firm submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

    (b) If a firm 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 firm submitting a Qualification Statement. Describe the approval process.

    (c) If the Respondent is a partnership or a joint venture or similar organization, 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. (See Appendix B)

5. An executed Letter of Intent (See Appendix C).

6. The number of years your organization has been in business under the present name.

7. The number of years the business organization has been under the current management.

8. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

10. Confirm appropriate federal and state licenses to perform Scope of Services for the Professional Services for which Respondent is responding. Submit a copy of the Respondent's Business Registration Certificate.

11. Conform to the requirements of the Borough of Fair Lawn's Local Pay to Play ordinance, codified in the Borough at Chapter 2, Article XXI entitled "Withholding No Bid Contracts from Political Contributors" and submit the required forms. (See Appendix D-E).

12. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. 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 by reason of relation.

Section 3.3 Professional Information Requirements.

RESPONDENT MUST SUBMIT THE INFORMATION CONTAINED IN THIS SECTION 3.3 FOR EACH OF THE PROFESSIONAL SERVICES FOR WHICH RESPONDENT IS SUBMITTING A RESPONSE.

a. Respondent shall submit a description of its overall experience in providing the type of Professional Services for which Respondent is submitting a response. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

1. Description of Respondent's experience with respect to the Professional Services for which Respondent is submitting a response.
2. Name, address and contact information of references.
3. Explanation of perceived relevance of Respondent's experience to the Professional Services and Scope of Services under the RFQ

b. Describe the Professional Services that Respondent would perform directly.

c. Describe those portions of the Professional Services, if any, that are sub-contracted. Identify all subcontractors the Respondent anticipates using in connection with this Scope of Services.

d. Does the Respondent normally employ union or non-union employees?

e. Résumés of key employees

f. A narrative statement of the Respondent's understanding of the Borough's needs and goals with respect to the Professional Services for which Respondent is submitting a response...

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements.

Respondents must submit an original and one (1) copy of their Qualification Statement as well as one electronic copy (thumb drive should be labeled with the company name and position you are submitting for) to the Designated Contact Person:

Tara Longo
Planning Board Secretary
8-01 Fair Lawn Avenue Room #112
Fair Lawn, New Jersey 07410
Tlongo@fairlawn.org

Qualification Statements must be received by the Borough no later than **10:00 a.m. (prevailing time)** on **Monday, January 5th 2026** and must be mailed via regular mail, overnight, express mail or hand delivered. Please label the envelope with the firm's name and note RFQ's enclosed. Qualification Statements forwarded by facsimile or email 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, signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Board's objective in soliciting Qualification Statements is to enable it to select an individual or firm or organization that will provide high quality and cost-effective Services to the citizens of the Borough. The Board will consider Qualification Statements only from individuals, firms or organizations that, in the Board's sole judgment, have demonstrated the capability and willingness to provide high quality Services to the citizens of the Borough in the manner described in this RFQ.

Qualification Statements will be evaluated by the Board to determine the most advantageous to the Borough and its citizens, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Board and of the subject matter and Scope of Services for Professional Services for which a response is being submitted;
3. Availability to accommodate required meetings of the Board; and
4. Other factors demonstrated to be in the best interest of the Board.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Ms. Tara Longo
Planning Board Secretary
8-01 Fair Lawn Avenue Room #112
Fair Lawn, New Jersey 07410
tlongo@fairlawn.org 201-794-5308

Dear Ms. Longo:

The undersigned has reviewed our Qualification Statement being submitted, in response to the Request for Qualifications issued by the Fair Lawn Planning Board, dated December 5th 2025 for the following Professional Services:

[Insert name(s) of the Professional Services for which a response is being submitted]

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. This Letter of Qualification must be signed by an officer of Respondent empowered to sign and commit the Respondent. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____

APPENDIX B

AFFIRMATIVE ACTION

Affirmative Action Plan Compliance

Respondents shall submit with their Proposals one of the three (3) documents listed below. In accordance with N.J.A.C. 17:27.4.3, submission thereof is a precondition to entering into a valid and binding professional services contract with the Borough, if awarded a contract.

i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or

ii. A photocopy of the certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4;

iii. A completed Employee Information report (Form AA302) consisting of forms provided by the Division and completed by the contractor in accordance with N.J.A.C. 17:27-4.

APPENDIX C
LETTER OF INTENT
(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Ms. Tara Longo
Planning Board Secretary
8-01 Fair Lawn Avenue Room #112
Fair Lawn, New Jersey 07410

Dear Ms. Longo:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement, in response to a Request for Qualifications ("RFQ"), issued by the Fair Lawn Planning Board, dated December 5th 2025, for the following Professional Services:

[Insert name(s) of Professional Services for which a response is being submitted]

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Board's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any Qualification Statement prepared and submitted in response to the RFQ, or any negotiation that results therefrom, shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) 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 this 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 Board. (Name of Respondent) declares that this Qualification Statement is made without connection with any other persons, firms or parties who have 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.

5. (Name of Respondent) acknowledges (acknowledge) and agrees (agree) that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough 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.

6. (Name of Respondent) acknowledges (acknowledge) that any contract executed with respect to the provision of the Professional Services for which it has submitted a response 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 spaces provided below. This Letter of Qualification must be signed by an officer of Respondent empowered to sign and commit the Respondent. If a joint venture, appropriate officers of each company shall sign.)

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

Date:

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 or sex. Except with respect to 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, affectional or sexual orientation or sex. 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 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of 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 in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the 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 Disability Act.

The contractor or subcontractor agrees to agrees to make good faith efforts to employ minority and women workers consistent with the applicable count employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies including, but not limited, 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 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 conform 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 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 and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative code at N.J.A.C. 17:27.

EXHIBIT B
AMERICANS WITH DISABILITIES ACT
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the Borough of Fair Lawn, (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101 et seq.), which prohibits 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, 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 and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner 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 owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner 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 Owner pursuant to this paragraph.

It is further agreed and understood that the Owner 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 Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provision of this Agreement or otherwise at law.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
CONTRIBUTION STATEMENT BY PROFESSIONAL BUSINESS ENTITY
FOR NON-FAIR AND OPEN CONTRACTS

BOROUGH OF FAIR LAWN

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____("Business Entity") has not made and a contribution, in the preceding one (1) year prior to contract award that would bar the award of a contract, pursuant to N.J.S.A. 19:44A-20.5, to any of the following named candidate committees of any person serving in an elective public office in the Borough when the contract is awarded, and shall not make such a contribution thereto during the term of any contract awarded.

Any candidate committee of Gail Rottenstrich	
Any candidate committee of Josh Reinitz	
Any candidate committee of Cristina Cutrone	
Any candidate committee of Kris Krause	
Any candidate committee of Nathalie Salinas	
Any candidate committee of Council Elect Joseph Baldofsky	

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:
☐Partnership ☐Corporation ☐Sole Proprietorship ☐Subchapter S Corporation
☐Limited Partnership ☐Limited Liability Corporation ☐Limited Liability Partnership

Name of Stock or Shareholder	Home Address

[CONTINUED ON NEXT PAGE]

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity:_____

Signature of Affiant:_____

Title:_____ Printed Name of Affiant :_____

Date:_____

Subscribed and sworn before me this ___ day of _____, 20_____.	_____ (Witnessed or attested by)
My Commission expires:	_____ (Seal)

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 $200 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. 19:44A-20.26 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. **NOTE: This section does not apply to Board of Education contracts.**

[1] 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 or its permitted facsimile 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 for contributions made prior to the 2023 General Election and $200 per election cycle commencing with the 2023 General Election going forward in accordance with P.L. 2023, C.30) 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.

Recipient Name	Date	Dollar Amount
		$

☐ 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:

Contributor Name	Recipient Name	Date	Dollar Amount
			$

☐ 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. 19:44A-20.26

County Name: Bergen

State: Governor, and Legislative Leadership Committees

Legislative District #s: 32, 35, 36, 37, 38, 39, 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	

(continued on next page)

Boards of Education (Members of the Board):

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

Fire Districts (Board of Fire Commissioners): n/a