NOTE: **To receive addenda or modification to this Request for Qualifications, please provide the Clerk with Respondent's name, email address, and phone number upon receipt of this document.**

REQUEST FOR QUALIFICATIONS

FOR THE PROVISION OF PROFESSIONAL SERVICES AND EXTRAORDINARY UNSPECIFIABLE SERVICES

CITY ATTORNEY

ISSUE DATE: Wednesday, October 26, 2016

DUE DATE: Thursday, November 10, 2016, at 10:00 o'clock a.m.

Issued by:

City of Hackensack

THE CITY OF HACKENSACK
BERGEN COUNTY, NEW JERSEY
PUBLIC NOTICE FOR THE SOLICIATION OF
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICE CONTRACT
CITY ATTORNEY

The City of Hackensack is soliciting Qualification Statements from interested persons and/or firms for the provision of the professional service listed. Through a Request for Qualifications ("RFQ") process, persons and/or firms interested in assisting the City of Hackensack with provision of such service must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQs. The City of Hackensack will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required. The City of Hackensack intends to qualify (a) persons and/or firm that (a) possess the professional, financial, and administrative capabilities to provide the proposed service, and (b) agree and meet the terms and conditions determined by the City of Hackensack that provide the greatest benefit to the taxpayers of the City of Hackensack.

The selection of Qualified Respondents is not subject to the 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., however. The City of Hackensack has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm provided an equal opportunity to submit a Qualification Statement in response to the RFQ. The factors to be considered by the City of Hackensack include, but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the City of Hackensack; (iv) any other factors demonstrated to be in the best interest of the City of Hackensack.

Instruction and Qualification documents may be obtained at the Office of the City Clerk, 65 Central Avenue 3rd Floor, Hackensack, New Jersey 07601 between the hours of 9:00 a.m. to 4:00 p.m., prevailing time Monday thru Friday, excluding legal Holidays or maybe downloaded from the city website www.hackensack.org. The City of Hackensack **WILL NOT** mail instruction and qualification documents. Sealed Qualification Statements must be submitted to, and be received by, Ms. Deborah Karlsson, City Clerk, 65 Central Avenue, 3rd Floor, Hackensack, New Jersey 07601 on or before 10:00 a.m. on Thursday, November 10, 2016. Respondents are instructed to label the outside of the sealed envelope or sealed package to the effect that the enclosure consists of a Qualification Statement in response to this request for the professional service. Qualification Statements will not be accepted by facsimile transmission or email.

James A. Mangin, CFO/QPA

GLOSSARY

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

"City" – refers to the City of Hackensack.

"Cost Proposal" – refers to a statement of hourly rates and costs for the services provided.

"Due Date" – refers to the date and time by which Qualification Statements must be received by the City in order to be considered for award of the contract or position.

"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 firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The City is soliciting Qualification Statements from interested persons and/or firms for the provision of professional services and extraordinary unspecifiable services. Through a Request for Qualification process described herein, persons 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 will review Qualification Statements only from those firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the City). The City intends to qualify a person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services; and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City. The City will consider Qualification Statements only from individuals, firms or organizations that have demonstrated the capability and willingness to provide high quality services as required by the City. All appointments shall be made in accordance with all applicable law.

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, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.1, et seq. The City 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.

The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria 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 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 City) will be designated as a Qualified Respondent, and will be considered for selection by the City, in accordance with any applicable statute or governing regulation.

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, among other things, to amend, modify or alter the Procurement Schedule upon notice to all potential Respondents who have provided contact information to the Clerk upon receipt of this RFQ.

All communications concerning this RFQ or the RFQ process shall be directed to the City's designated contact person, in writing.

Designated Contact Person:

Deborah Karlsson, RMC
City Clerk
65 Central Avenue
PO Box 608
Hackensack, NJ 07601

Qualification Statements must be submitted to, and be received by, the City, via mail or hand delivery, by the Due Date. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the City (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 City.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualifications ……	Wednesday, October 26, 2016
2.	Due Date for Receipt of Qualification Statements ……..	Thursday, November 10, 2016 at 10:00 a.m.
3.	Responses to be Opened and Publicly Announced ……	Thursday, November 10, 2016 at 10:00 a.m.

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 an RFP.
- This RFQ does not commit the City to issue an RFP.
- 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 components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The City reserves the right (in its sole judgment) 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.
- The City reserves the right to supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, and who have provided their contact information to the City.
- 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 additional information from Respondents, including requiring Respondents to send representatives to the City for interviews.
- Any Qualification Statements not received by the City by the Due Date will be rejected.
- Neither the City, nor its respective staffs, consultants nor advisors 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, 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, and who have provided their contact information to the City.

- To waive any technical non-conformance with the terms 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 City 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 City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

- To procure the professional services and/or extraordinary unspecifiable services described herein at any date or time, not to exceed one (1) year, subsequent to the Qualification Statement Due Date.

The City 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 City may issue addenda, amendments or answers to written inquiries. Those addenda will be provided by the City to all Respondents who have provided the City with their contact information, 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 submission due 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 City, 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.

Responses should cover all information requested in the Questions to be answered in this RFQ. Responses 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 deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

The City seeks to award contracts for the positions listed below. The contract shall be open-ended, and may encompass additional work during the course of the year not explicitly described herein. It is the intent of the City to solicit Qualification Statements from Respondents that have expertise in the provision of the services required by the position or contract sought. Firms and/or persons responding to this RFQ must be able to demonstrate that they will have the continuing capabilities to perform these services.

City Attorney

Respondent must have significant experience representing New Jersey Municipalities and/or Public Entities as Municipal Attorney, General Counsel and/or Corporate Counsel. The Successful Respondent will provide the City with legal guidance and representation relating to, but not necessarily limited to the following: performing legal research and providing advisory opinions as needed; representing the City in Federal and State Courts, as well as administrative forums; reviewing, analyzing and advising the City on any application before it; reviewing and/or drafting resolutions and ordinances; attending all meetings of the Mayor and Council and any other Board or Committee, as directed; performing all requirements of the position of City Attorney; notifying the City of changes in the law or regulations, as well as Court decisions that may impact the City and its Officials; and, any other matters directed by appropriate City Officials.

SECTION 3

SUBMISSION REQUIREMENTS

3.1. General Requirements.

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. **Eight (8) copies of the Qualification Statement and all attachments are to be submitted by each Respondent in response to this RFQ.**

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. This information may include documents such as a firm profile or brochure. 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 documentation and information:

1. An executive narrative 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 (See Appendix "A" to this RFQ).

3. An executed Letter of Intent (See Appendix "B" to this RFQ).

4. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person for this RFQ.

5. 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 or firms submitting the Qualification Statement. For purposes of this RFQ, the term "principals" means 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 the 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 parent's 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 (a) and (b) above for each member of the partnership, joint venture or similar organization.

6. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities (e.g. N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27 as amended) together with evidence of such compliance.

7. The number of years Respondent has been in business under the present name.

8. The number of years Respondent has been under the current management. If Respondent is a Corporation, please provide a current list of corporate officers.

9. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please provide a recitation of the docket numbers.

10. 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 provide a recitation of the docket numbers.

11. Confirm and provide copies of the appropriate federal and state licenses to perform the services required by the position or contract for which this RFQ is made.

12. A copy of the Respondent's State of New Jersey Business Registration Certificate.

13. A completed Business Entity Disclosure Certification, in accordance with the State of New Jersey's Pay-to-Play laws, N.J.S.A. 19:44A-1, et seq.

14. A completed C. 271 Political Contribution Disclosure Form and Stockholder Disclosure Certification, in accordance with the State of New Jersey's Pay-to-Play laws, N.J.S.A. 19:44A-1, et seq. (See Appendix "C" to this RFQ)

3.3. **Professional Information Requirements.**

15. 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:

    (a) Description and scope of work by Respondent;
    (b) Name and contact information for any references; and
    (c) Explanation of perceived relevance of the experience to the RFQ.

16. Describe the services that Respondent would perform directly.

17. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with the position or contract for which this RFQ is made.

18. Professional history of all individuals whom Respondent anticipates performing the professional services or extraordinary unspecifiable services required by the position or contract for which this RFQ is made.

19. A narrative statement of Respondent's understanding of the City's needs and goals to be accomplished by the appointment or contract for which this RFQ is made.

20. 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, step-parent, brother, sister, child, step-child, direct-line aunt or uncle, grandparent, grandchild, and in-laws.)

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1. Submission of Qualification Statements

A Respondent must submit its Qualification Statement to the designated contact person:

Deborah Karlsson, RMC
City Clerk
65 Central Avenue
PO Box 608
Hackensack, NJ 07601

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein:

1. Qualification Statements must be received by the City no later than the Due Date, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification Statements received after this time will not be considered. The City will not bear responsibility for delays in delivery for any reason.

2. Qualification Statements and all related information must be stapled or bound, and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind Respondent.

3. The name of the Respondent and the position or contract for which the submission is being made must be printed on the outside of the package containing Respondent's submission, together with instructions that the submission should not be opened prior to the Due Date. (Suggested format: "Qualification Statement for _____. Do not open until _____").

SECTION 5

EVALUATION

The City's objective in soliciting Qualification Statements is to enable it to select a firm, individual, or organization that will provide high quality and cost effective services to the Taxpayers of Hackensack. The City will consider Qualification Statements only from firms, individuals, or organizations that, in the City's judgment, have demonstrated the capability and willingness to provide high quality services to the taxpayers of the City in the manner described in this RFQ.

Qualification Statements will be evaluated by the City on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider the following:

1. Experience and reputation in the field;
2. Knowledge of the subject matter to be addressed under the contract;
3. Availability to accommodate any required meetings of the City or City Agency; and
4. Any other factors demonstrated to be in the best interest of the City or City Agency.

APPENDIX A

LETTER OF QUALIFICATION

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

Date: _____

Deborah Karlsson, RMC
City Clerk
65 Central Avenue
PO Box 608
Hackensack, NJ 07601

Re: LETTER OF QUALIFICATION

Dear Ms. Karlsson:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Hackensack ("the City"), dated _____, in connection with the City's need for professional services or extraordinary unspecifiable services.

I/We affirm that the contents of the enclosed Qualification Statement (which Qualification Statement is incorporated herein by reference) is 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 _____ (Respondent).*

Signed: _____

Printed: _____

Title: _____

* If a joint venture, partnership or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to bind the organization.

APPENDIX B

LETTER OF INTENT

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

Date: _____

Deborah Karlsson, RMC
City Clerk
65 Central Avenue
PO Box 608
Hackensack, NJ 07601

Re: LETTER OF INTENT

Dear Ms. Karlsson:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Hackensack ("the City"), dated _____, in connection with the City's need for professional services or extraordinary unspecifiable services.

_____ ("Respondent")* HEREBY STATES:

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

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

4. Respondent hereby declares that the only persons anticipated by Respondent to perform the professional services or extraordinary unspecifiable services for which this Qualification Statement is submitted 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 perform professional services or extraordinary

services for which this Qualification Statement is submitted, but only if acceptable to the City. 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.

5. 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.

6. Respondent acknowledges that any contract executed with respect to the provision of professional services or extraordinary unspecifiable 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.

Signed: _____

Printed: _____

Title: _____

Dated: _____

* If a joint venture, partnership or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to bind the organization.

APPENDIX C
C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Business entities receiving contracts from a public agency 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 Respondent 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 the award of the contract. See N.J.S.A. 19:44A-8 and 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; or
- 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 in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

It is the Respondent'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 may be used as the Respondent's submission and is disclosable to the public under the Open Public Records Act.

The Respondent 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 (for more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities described in the RFQ.

Contributor Name	Recipient Name	Date	Dollar Amount

☐ Check here if the information is continued onto 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

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

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ 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.

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 ☐ Subchapter S Corporation

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

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

Stockholders:

Name of Stock or Shareholder	Home Address

Subscribed and sworn before me this ____ day of _____, 20____.

_____
(Affiant)

(Notary Public)

_____
(Print name & title of Affiant)

My Commission expires:

(Corporate Seal)