



**TOWNSHIP OF WATERFORD
COUNTY OF CAMDEN
STATE OF NEW JERSEY**

ORDINANCE NO. 2006-15

**AN ORDINANCE ADDRESSING LIMITATIONS ON
POLITICAL CONTRIBUTIONS BY MUNICIPAL VENDORS AND
ESTABLISHING A PROCEDURE FOR THE
AWARD OF PROFESSIONAL SERVICE CONTRACTS**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of certain contracts without resort to competitive bidding; and

WHEREAS, although that law authorizes certain contracts to be awarded without competitive bidding, the Township Committee of the Township of Waterford wishes to provide assurances to the public that decisions on hiring certain individuals or firms to provide professional services to the Township, will be made by utilizing objective quality-based criteria by which the Township Committee can properly evaluate the qualifications and credentials of vendors to whom said contracts are awarded; and

WHEREAS, the Township Committee of the Township of Waterford intends to make every effort to ensure that the public has confidence in the honor and integrity of the individuals holding public office and positions, and that elected and appointed officials maintain the highest ethical standards in the conduct of public business on behalf of the residents and taxpayers of the Township of Waterford; and

WHEREAS, while the Township Committee has often advertised for proposals for major professional services contracts as a prelude to awarding same, it has determined that a more comprehensive procedure to review such proposals better serves the public interest; and

WHEREAS, the Township Committee is aware of the provisions of recently enacted N.J.S.A. 19:44A-20.5, which became effective January 1, 2006, and restricts the award of contracts where the vendor has made certain political contributions in the previous year.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Waterford, County of Camden and State of New Jersey, that the following standards and criteria are hereby adopted and shall be made applicable to all contracts awarded and/or confirmed by the Township Committee and any and all boards, authorities, and committees appointed, either through the authority

of statute or ordinance, by the Township Committee unless a specific contrary intention is expressed in an individual case by the Township Committee.

SECTION 1. Award of Public Professional Services and Other “No Bid” Contracts.

- A. Purpose and Intent. Although professional services contracts and certain other contracts for goods and services are exempt from the competitive bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the Township Committee deems it appropriate, and consistent with the provisions of recently enacted New Jersey Legislation, now codified at N.J.S.A. 19:44A-20.1 et seq., to henceforth award such contracts through a competitive, quality-based, fair and open process, unless a specific determination to the contrary is made by the Township Committee.
- B. Process for Award of Professional Services and Other “No Bid” Contracts. The Township of Waterford, or any agency or instrumentality thereof, shall not enter into a contract, including a professional services contract, or such other contract which is exempt from public bidding requirements, having an anticipated value in excess of Seventeen Thousand Five Hundred Dollars (\$17,500) as determined by the Township of Waterford or any agency or instrumentality, with a business entity, except through a contract that is awarded pursuant to a fair and open process if, during the preceding one-year period, that business entity has made a contribution that is reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party if a member of that political party is in office as a member of the Township Committee when the contract is awarded or to any candidate committee of any person serving in an elected public office of the Township of Waterford when the contract is awarded. The fair and open process shall be quality-based, and shall be as follows:
1. Professional services may be awarded by virtue of a publicly advertised Request for Proposals (“RFP”) which will be issued as one document for those appointments which are made on an annual basis, such as, but not limited to, the positions of: Township Attorney, Township Engineer, Township Planner, Planning Board Attorney, Planning Board Engineer, Zoning Board Attorney, Zoning Board Engineer, and such other statutory and/or ordinance public positions.

2. For said positions, no contract shall be awarded unless and until the positions are:
 - (i) publicly advertised in newspapers or on the internet website maintained by the Township in sufficient time to give notice in advance of the solicitation for the contracts;
 - (ii) awarded under a process that provides for public solicitation of proposals and qualifications including the following:
 - a) Experience and reputation in the field;
 - b) Knowledge of the subject matter of the services to be provided to the Township;
 - c) Knowledge of the Township, its affairs and operations;
 - d) Availability to accommodate any required meetings of the Township;
 - e) Compensation proposal;
 - f) Compliance with the minimum qualifications established by the Township for the position;
 - g) Other factors determined to be in the best interest of the Township.
 - (iii) awarded and disclosed under criteria established in writing by the Township of Waterford prior to the solicitation or proposals or qualifications as set forth in this ordinance;
 - (iv) publicly announced when awarded; and as to those RFPs which prove to be unsuccessful, the Township Clerk shall retain a copy of same on file for a period of not less than sixty (60) days.
3. For contracts which arise on an occasional basis, such as appraisals needed for the acquisition of land and/or open space, as well as title searches, surveying, and similar work associated with same; and comparable assignments, such as

planning services needed for Master Plan updates, appraisals, special counsel, special project engineer contracts, etc., professional services contracts may be awarded without following the foregoing provisions, so long as:

- (i) the anticipated value does not exceed the \$17,500 threshold set forth above; and
- (ii) the Township Clerk makes every effort to solicit at least two (2) proposals for said work.

C. Review of RFPs by Review Committee. A Review Committee shall be established by the Mayor consisting of not less than two (2) Committee Members to prepare, process and evaluate any RFP issued pursuant to the professional services contracting procedures set forth above. The Review Committee shall evaluate the respective qualifications and/or proposals, taking into consideration the designated qualifications and/or performance criteria, experience, reputation of vendor, quality of services, quoted fee and other relevant factors in making a recommendation of award to the Township Committee; and the Township Clerk may, in his/her sole discretion, conduct negotiations with qualified vendors after receipt of proposals, in order to achieve the best possible contract terms and conditions for the Township and its taxpayers. No contract shall be awarded, however, unless same is authorized by resolution duly adopted in public session by the Township Committee.

D. Contribution Statement by Professional Business Entity.

1. Prior to awarding any contract or agreement to procure services, including banking or insurance coverage services, with any professional business entity, the Township or any of its purchasing agents or agencies, as the case may be, shall receive a sworn statement from the professional business entity made under penalty of perjury that the bidder or offeror has not made a contribution in violation of this ordinance;
2. The professional business entity shall have a continuing duty to report any violations of this ordinance that may occur during the negotiation or duration of a contract. The certification required under this subsection shall be made prior to entry into the contract or agreement with the Township and shall be in addition to any other certifications that may be required by any other provision of law.

E. Contracts Issued Without Use of the RFP Process.

1. In circumstances where the Township Committee determines that the use of the RFP process is not appropriate, such as, but not limited to, contracts with other government agencies, and agreements with public utilities, the Township Clerk shall use his/her best efforts to obtain at least two (2) quotations for the work and shall require the contractor to fully comply with the provisions of N.J.S.A. et seq., N.J.S.A. 19:44A-22, and related statutes.
2. No business entity which enters into negotiations for, or agrees to, any contract or agreement with the Township of Waterford or any department or agency thereof , or of its independent authorities for the rendition of professional, banking or insurance coverage services, or any other consulting services, shall solicit or make any contribution of money, or pledge of a contribution, including in-kind contributions, to any Township of Waterford municipal candidate or holder of the public office having ultimate responsibility for the award of the contract, or campaign committee supporting such candidate of officeholder, or to any Waterford Township party committee between the time of first communications between that business entity and the Township regarding a specific professional services agreement and the later of the termination of negotiations or the completion of the contract or agreement.

- F. Emergency Exceptions. Notwithstanding the foregoing, the Township Committee recognizes that the New Jersey Legislature has provided for certain emergencies, and further recognizes that the procedure outlined above, might not be capable of being achieved in the event of an emergency or other time constraints. Thus, should a situation arise, and time does not permit resort to this procedure, and the immediate performance of services is necessary, then an award for same may be made in accordance with the provisions of the Local Public Contracts Law relating to emergency contracts, and such rules and regulations as may be promulgated, from time to time, by the Township Committee with regard to same. No such emergency contracts, however, may be awarded without a resolution establishing a basis for the deviation from the procedures outlined herein.

SECTION 2. Any ordinance or parts of ordinances which are inconsistent with the provisions hereof, are, to the extent of such inconsistencies hereby repealed.

SECTION 3. This Ordinance shall take effect upon final passage, adoption, and publication in the manner prescribed by law.

Attest:

TOWNSHIP OF WATERFORD

Virginia L. Chandler
Virginia L. Chandler, RMC

Anthony L. Clark
Anthony L. Clark, Mayor

Introduced: August 23, 2006

Hearing: September 27, 2006

Adopted: September 27, 2006

Certified to be a true copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Waterford at a regular meeting held on September 27, 2006.

DATED: September 27, 2006

Virginia L. Chandler
Virginia L. Chandler, Clerk

ORDINANCE NUMBER 2006-15

NOTICE OF PENDING ORDINANCE

THE ORDINANCE PUBLISHED HERewith WAS INTRODUCED AND PASSED UPON FIRST READING AT A MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WATERFORD IN THE COUNTY OF CAMDEN, NEW JERSEY HELD ON AUGUST 23, 2006. IT WILL BE FURTHER CONSIDERED FOR FINAL PASSAGE AFTER PUBLIC HEARING THEREON, AT A MEETING OF SAID TOWNSHIP COMMITTEE TO BE HELD IN THE MUNICIPAL BUILDING, 2131 AUBURN AVENUE, ATCO, NEW JERSEY, ON SEPTEMBER 27, 2006, BEGINNING AT 7:30 PM. DURING THE WEEK PRIOR TO AND UP TO AND INCLUDING THE DATE OF SUCH MEETING, COPIES OF SAID ORDINANCE WILL BE MADE AVAILABLE AT THE CLERK'S OFFICE IN SAID MUNICIPAL BUILDING TO THE MEMBERS OF THE GENERAL PUBLIC WHO SHALL REQUEST SAME.

VIRGINIA L. CHANDLER, RMC
TOWNSHIP CLERK
TOWNSHIP OF WATERFORD