

MULLER PUBLIC STRATEGIES LLC  
43 OVERLOOK DR  
MOUNT LAUREL, NJ 08054-8108

376  
55-135/312  
180

12/20/24

Date

Pay to the Order of Mount Laurel Township \$ 2,500.00

Two-thousand five-hundred 00/100 — Dollars



America's Most Convenient Bank®

For Rent 2024 (5 months)



0376

MULLER PUBLIC STRATEGIES LLC  
43 OVERLOOK DR  
MOUNT LAUREL, NJ 08054-6108

377  
55-136/312  
180

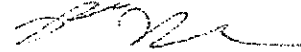
7/1/24 Date

Pay to the  
Order of Mount Laurel Township \$ 3,000.00

Three thousand 00/100 Dollars

**TD Bank**  
America's Most Convenient Bank®

For Rent (6 months)





03??

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: New Voicemail from +16097602543 - WIRELESS CALLER  
**Date:** Tuesday, December 19, 2023 2:51:21 PM  
**Attachments:** vmail\_+16097602543\_1233\_20231219175453.wav

---

Let them know it will be put out to bid next meeting. Get info if they want resolution emailed.

Sent from my iPhone

Begin forwarded message:

**From:** +16097602543 <noreply@rivell.com>  
**Date:** December 19, 2023 at 12:55:24 PM EST  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** New Voicemail from +16097602543 - WIRELESS CALLER

You have received a new voice mail from "+16097602543 -"WIRELESS CALLER"

From: +16097602543  
To: 1233" - "Meredith" "Tomczyk"  
Received: "Tuesday, December 19, 2023 12:54:53 PM"  
Duration: "00:00:16"  
File: "vmail\_+16097602543\_1233\_20231219175453"

**From:** George M. Morris  
**To:** Meredith Riculfy; Rebecca Paretti; Jerry Mascia  
**Subject:** George M Morris sent you "BID PROPOSAL - 750 Centerton Road Mount Laurel Office Space 4890-1592-4623"  
**Date:** Friday, November 10, 2023 8:57:58 AM  
**Attachments:** image212319.png  
image121578.png  
image279049.png  
BID PROPOSAL - 750 Centerton Road Mount Laurel Office Space 4890-1592-4623.doc

Please see the attached as requested. Thanks, George

George M. Morris, Esquire  
*Shareholder*  
Municipal



O: 856-810-5855  
C: 856-673-9268  
gmorris@parkermccay.com

**PARKER McCAY P.A.**  
9000 Midlantic Drive, Suite 300  
Mount Laurel, NJ 08054  
P: 856-596-8900 F: 856-596-9631  
www.parkermccay.com



This e-mail message from the law firm of Parker McCay P.A. is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: New Voicemail from +16097602543 - WIRELESS CALLER  
**Date:** Friday, October 27, 2023 9:19:41 AM  
**Attachments:** vmail\_+16097602543\_1286\_20231026161800.wav

---

Tell him we have one and if he wants it put out he has to send a letter of interest requesting it be put out to bid. Thanks  
Sent from my iPhone

Begin forwarded message:

**From:** +16097602543 <noreply@rivell.com>  
**Date:** October 26, 2023 at 12:18:52 PM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** New Voicemail from +16097602543 - WIRELESS CALLER

You have received a new voice mail from "+16097602543 -"WIRELESS CALLER"

From: +16097602543  
To: 1286" - "Meredith" "Tomezyk Internal"  
Received: "Thursday, October 26, 2023 12:18:00 PM"  
Duration: "00:00:38"  
File: "vmail\_+16097602543\_1286\_20231026161800"

**From:** [Rebecca Parette](#)  
**To:** [Meredith Riculvy](#)  
**Subject:** FW: 9676330 Mt. Laurel - Office Space Bid  
**Date:** Wednesday, December 27, 2023 2:54:30 PM  
**Attachments:** [image001.png](#)  
[12-31-23 Mt Laurel Twp NJ 9676330.pdf](#)

**From:** Gannett Legals Public Notices 7 <ganlegpubnotices7@gannett.com>  
**Sent:** Wednesday, December 27, 2023 2:53 PM  
**To:** Rebecca Parette <rparette@mountlaurel.com>  
**Subject:** RE: 9676330 Mt. Laurel - Office Space Bid

## **Ledger Account-no payment needed**

Hello Rebecca,

Please find your order confirmation and proof of ad attached.

Your ad is set to run in Burlington County Times on 12/31 for \$33.65.

The total cost is \$33.65 which includes an affidavit, that will be mailed to you 7-10 business days after the last day of the ad printing. Please reply by 1:00 PM, Thursday, December 28 with any changes for the ad.

**Your notice is scheduled to run per your request and will publish unless you advise otherwise.**

In the future, if you would like to utilize our online self-serve ad portal to place your legal notices, please visit your local publication's online classifieds legal section. There, you can conveniently submit and immediately preview your notices anytime, 24/7.

Thanks,

\*NOTE: We are not legally trained, and it is your responsibility to make sure your AD meets the requirements of your State/Court which includes wording and publication times. Please verify all information is there and that it is correct. Anything missing and/or incorrect can cause your publication to be rejected in which you will be responsible for all fees to republished.

**Christy Fink**  
**Public Notice Representative**

USA TODAY  
NETWORK LOCAL10

Office: 833-790-0905

**From:** Rebecca Parette <rparette@mountlaurel.com>

**Sent:** Wednesday, December 27, 2023 1:42 PM

**To:** BCT Legals <legals@thebct.com>

**Subject:** 9676330 Mt. Laurel - Office Space Bid

Hello! Please advertise the attachment in the Burlington County Times as soon as possible. Please send email confirmation with publication date. Adpoint ID 791213

Thank you!

Rebecca Paretti

856-234-0001 x1235

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** bid add  
**Date:** Wednesday, December 27, 2023 2:37:00 PM  
**Attachments:** [adv 2024 office space.doc](#)

---

Thank you.

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** [Rebecca Paretti](#)  
**To:** [Meredith Riculfy](#)  
**Subject:** RE: bid  
**Date:** Wednesday, December 27, 2023 2:25:58 PM

Sure, I only have the proposal, I don't have an ad or anything, should I write one up or is there one already done? Do you have a date for it?

**From:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Sent:** Wednesday, December 27, 2023 2:16 PM  
**To:** Rebecca Paretti <[rparetti@mountlaurel.com](mailto:rparetti@mountlaurel.com)>  
**Subject:** bid

Can we advertise the bid for the room....

Thank you,

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** Meredith Riculfy  
**To:** Rebecca Paretli  
**Subject:** bid  
**Date:** Wednesday, December 27, 2023 2:16:00 PM

Can we advertise the bid for the room....

Thank you,

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** jan agenda  
**Date:** Wednesday, December 27, 2023 7:42:00 AM

Make sure we have award of road bid Bill sent yesterday  
Lumberton and Voorhees shared services resolutions. You can probably do as one resolution saying  
approving shares services for the township of Mount Laurel.

Thank you.

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** [Meredith Riculfi](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** FW: OPRA request - Bid Tabulation Results for 2023 Local Road Program & FY2023 NJDOT MA Program -  
**Date:** Wednesday, December 27, 2023 7:41:00 AM

Thank you.

Meredith Riculfi, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

-----Original Message-----

From: Maddie Baisley <[opra+request-56418-70da6820@requests.opramachine.com](mailto:opra+request-56418-70da6820@requests.opramachine.com)>  
Sent: Tuesday, December 26, 2023 8:56 AM  
To: Meredith Riculfi <[mriculfi@mountlaurel.com](mailto:mriculfi@mountlaurel.com)>  
Subject: OPRA request - Bid Tabulation Results for 2023 Local Road Program & FY2023 NJDOT MA Program -

Dear Mount Laurel Township

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally), including all quantities and unit pricing for each bidder, for 2023 Local Road Program & FY2023 NJDOT MA Program - that was submitted on 12/20/2023 10:00 AM.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|      |             |     |      | BIDDER 1 | BIDDER 2 |        |
|------|-------------|-----|------|----------|----------|--------|
| Item | Description | QNT | UNIT | AMOUNT   | UNIT     | AMOUNT |
|      |             |     |      |          |          |        |
|      |             |     |      |          |          |        |
|      |             |     |      |          |          |        |

Please send all documents electronically.

Thanks.  
PPA

-----  
Please deliver records electronically via email to the below UNIQUE address for all replies to this request:  
[opra+request-56418-70da6820@requests.opramachine.com](mailto:opra+request-56418-70da6820@requests.opramachine.com)

Is [mtomeczyk@mountlaurel.com](mailto:mtomeczyk@mountlaurel.com) the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_2023\\_2284](https://opramachine.com/request/bid_tabulation_results_for_2023_2284)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

-----

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for 2023 Local Road Program & FY2023 NJDOT MA Program -  
**Date:** Monday, December 25, 2023 2:46:31 PM

Sent from my iPhone

Begin forwarded message:

**From:** Maddie Baisley <[opra+request-56411-005c7b75@requests.opramachine.com](mailto:opra+request-56411-005c7b75@requests.opramachine.com)>  
**Date:** December 25, 2023 at 11:32:43 AM EST  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** OPRA request - Bid Tabulation Results for 2023 Local Road Program & FY2023 NJDOT MA Program -

Dear Mount Laurel Township

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally), including all quantities and unit pricing for each bidder, for 2023 Local Road Program & FY2023 NJDOT MA Program - that was submitted on 12/20/2023 10:00 AM.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|       |             |     |      | BIDDER 1 | BIDDER 2 |        |
|-------|-------------|-----|------|----------|----------|--------|
| ----- |             |     |      |          |          |        |
| Item  | Description | QNT | UNIT | AMOUNT   | UNIT     | AMOUNT |
|       |             |     |      |          |          |        |
|       |             |     |      |          |          |        |
|       |             |     |      |          |          |        |

Please send all documents electronically.

Thanks,  
PPA

-----  
Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

[opra+request-56411-005c7b75@requests.opramachine.com](mailto:opra+request-56411-005c7b75@requests.opramachine.com)

Is [mtomczyk@mountlaurel.com](mailto:mtomczyk@mountlaurel.com) the wrong address for OPRA requests to Mount

Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_2023\\_2283](https://opramachine.com/request/bid_tabulation_results_for_2023_2283)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

-----

**From:** Kim White  
**To:** (Deputy) Tabernacle; Ashley Jolly; Bass River Township; Beverly Russell; Beverly City; Bobbie Quinn; Bordentown Township; Bordentown Township Clerk; Brandon Garcia; Burlington City; Chesterfield Township; Christina Lucas; Cinnaminson Township; City of Bordentown; Dawn Bielec; Dawn Gorman; Delanco Township; Delran Township; depclerk1@mansfieldtwp.com; Deputy Clerk Rachel Fry; Donna Synder; Kim White; Edgewater Park; Elaine Kennedy; Everett Falt (Clerk) Tabernacle; Fallon Burress - Bordentown City; Fieldsboro Clerk; Fieldsboro Clerk; Florence Township; Jen Smith - Bordentown City; Joanne Mustafa; Kelly Andrews; Kitty Martin (Deputy Clerk); Linda Semus; Maple Shade Township; Marie Nagle, Deputy Palmyra; Mary Field; Mary Picariello; Medford Lakes Borough; Melanie Brown Southampton; Moorestown Township; Mount Holly; Meredith Riculfi; mwvlie@twp.burlington.nj.us; Natalie Lewis; New Hanover Township; Palmyra Doretha (Rita) Jackson; Paula Kosko; Pemberton Borough; Pemberton Township; Rebecca Andrews; Rebecca Paretti; Riverside Township (sdydek@riversidetwp.org); Shamong Township; Southampton Township; Springfield Township; Sunshine Dashiell; Terri Giercyk; Vicki Conover Assistant to Twp. Clerk; Washington Township; Washington Township Karen Bacon; Westampton; Woodland Township; Wrightstown Borough  
**Subject:** FW: request for the clerks  
**Date:** Thursday, December 21, 2023 9:27:43 AM

Please see below from Maryalice. Thanks.

**Kim-Marie White, RMC/CMC/MMC/CMR/QPA/CPM**

**Eastampton Township**

**Township Clerk/Township Manager/Registrar**

**12 Manor House Court**

**Eastampton, New Jersey 08060**

**Phone: 609-267-5723 x209**

**Fax: 609-265-1714**

For OPRA Request please email the link

<https://townshipofeastamptonnj.nextrequest.com/requests/new>

**website: [www.eastampton.com](http://www.eastampton.com)**

**From:** Maryalice Brown <mbrown@townshipoftabernacle-nj.gov>

**Sent:** Thursday, December 21, 2023 9:16 AM

**To:** Kim White <kwhite@eastampton.com>

**Subject:** request for the clerks

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Kim – Merry Christmas!!

Can you please send this out to our Clerk's? Thanks –

Good morning –

I am looking for some sort of ordinance for organizations to “rent” your recreation fields. i.e. — softball teams and baseball teams looking for a field to use.

If you could please forward to me at [mbrown@townshipoftabernacle-nj.gov](mailto:mbrown@townshipoftabernacle-nj.gov) I'd really appreciate it.

Sincerely,

*Maryalice Brown*

Maryalice Brown, RMC  
Township Clerk/Administrator  
Township of Tabernacle  
163 Carranza Rd  
Tabernacle, NJ 08088  
609-268-1220 x115

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** Fwd: Public Sale Bid Info  
**Date:** Tuesday, December 19, 2023 6:18:37 PM

Send her a resolution as an example  
Sent from my iPhone

Begin forwarded message:

**From:** Wendy Gibson <[wgibson@westampton.com](mailto:wgibson@westampton.com)>  
**Date:** December 19, 2023 at 3:43:35 PM EST  
**To:** Kim White <[kwhite@eastampton.com](mailto:kwhite@eastampton.com)>, Ashley Jolly <[Deputyclerk@mansfieldtwp.com](mailto:Deputyclerk@mansfieldtwp.com)>, Bass River Township <[clerk@bassriver-nj.org](mailto:clerk@bassriver-nj.org)>, Beverly Russell <[brussell@delancotownship.com](mailto:brussell@delancotownship.com)>, Beverly City <[cmidgette@thecityofbeverly.com](mailto:cmidgette@thecityofbeverly.com)>, Bobbie Quinn <[bquinn@lumbertontwp.com](mailto:bquinn@lumbertontwp.com)>, Bordentown Township <[c.dziura@bordentowntownship.org](mailto:c.dziura@bordentowntownship.org)>, Bordentown Township Clerk <[m.carrington@bordentowntownship.org](mailto:m.carrington@bordentowntownship.org)>, Brenda Bligen <[bbligen@willingboronj.gov](mailto:bbligen@willingboronj.gov)>, Burlington City <[ccrivaro@burlingtonnj.us](mailto:ccrivaro@burlingtonnj.us)>, Chesterfield Township <[caryn@chesterfieldtwp.com](mailto:caryn@chesterfieldtwp.com)>, Christina Lucas <[clucas@eastampton.com](mailto:clucas@eastampton.com)>, Cinnaminson Township <[lpassione@cinnaminsonnj.org](mailto:lpassione@cinnaminsonnj.org)>, City of Bordentown <[btownch@cityofbordentown.com](mailto:btownch@cityofbordentown.com)>, Dawn Bielec <[dbielec@medfordtownship.com](mailto:dbielec@medfordtownship.com)>, Dawn Gorman <[dgorman@co.burlington.nj.us](mailto:dgorman@co.burlington.nj.us)>, Delanco Township <[jlrohr@delancotownship.com](mailto:jlrohr@delancotownship.com)>, Delran Township <[jeppers@delrantownship.org](mailto:jeppers@delrantownship.org)>, Deputy Clerk Rachel Fryc <[rachel@chesterfieldtwp.com](mailto:rachel@chesterfieldtwp.com)>, Donna Synder <[dsnyder08022@yahoo.com](mailto:dsnyder08022@yahoo.com)>, Edgewater Park <[pelayton@edgewaterpark-nj.com](mailto:pelayton@edgewaterpark-nj.com)>, Elaine Kennedy <[ebeverly@comcast.net](mailto:ebeverly@comcast.net)>, Elizabeth MacLennan <[wrightstownlanduse@comcast.net](mailto:wrightstownlanduse@comcast.net)>, "Everett Falt (Clerk) Tabernacle" <[twpcclerk@townshipoftabernacle-nj.gov](mailto:twpcclerk@townshipoftabernacle-nj.gov)>, Fieldsboro Clerk <[pmhansell@gmail.com](mailto:pmhansell@gmail.com)>, Fieldsboro Clerk <[clerk@fieldsboro.us](mailto:clerk@fieldsboro.us)>, Florence Township <[clerk@florence-nj.gov](mailto:clerk@florence-nj.gov)>, Joanne Mustafa <[jmustafa@ewingnj.org](mailto:jmustafa@ewingnj.org)>, "Kitty Martin (Deputy Clerk)" <[kmartin@delancotownship.com](mailto:kmartin@delancotownship.com)>, ksmick@pemberton.comcastbiz.net, Linda Semus <[Clerk@mansfieldtwp.com](mailto:Clerk@mansfieldtwp.com)>, Maple Shade Township <[mstwpclerk@mapleshade.com](mailto:mstwpclerk@mapleshade.com)>, "Marie Nagle, Deputy Palmyra" <[mnagel@boroughofpalmyra.com](mailto:mnagel@boroughofpalmyra.com)>, Mary Field <[mfield@twp.burlington.nj.us](mailto:mfield@twp.burlington.nj.us)>, Mary Picariello <[clerk@northhanovertwp.com](mailto:clerk@northhanovertwp.com)>, Medford Lakes Borough <[clerk@medfordlakes.com](mailto:clerk@medfordlakes.com)>, Medford Township <[kburger@medfordtownship.com](mailto:kburger@medfordtownship.com)>, Melanie Brown Southampton <[mlbrown@southamptonnj.org](mailto:mlbrown@southamptonnj.org)>, Moorestown Township <[phunt@moorestown.nj.us](mailto:phunt@moorestown.nj.us)>, Mount Holly <[smarnell@twp.mountholly.nj.us](mailto:smarnell@twp.mountholly.nj.us)>, Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>, mwylie@twp.burlington.nj.us, Natalie Lewis <[nlewis@townshipoftabernacle-nj.gov](mailto:nlewis@townshipoftabernacle-nj.gov)>, New Hanover Township <[clerk@newhanovertwp.com](mailto:clerk@newhanovertwp.com)>, "Palmyra Doretha (Rita) Jackson" <[djackson@boroughofpalmyra.com](mailto:djackson@boroughofpalmyra.com)>, Paula Kosko <[pkosko@hainesporttownship.com](mailto:pkosko@hainesporttownship.com)>, Pemberton Township <[acosnoski@pemberton-twp.com](mailto:acosnoski@pemberton-twp.com)>, Rebecca Andrews <

nj.gov>, Rebecca Paretti <rparetti@mountlaurel.com>, "Riverside Township (sdydek@riversidetwp.org)" <sdydek@riversidetwp.org>, Riverton Borough <mhack@riverton-nj.com>, Shamong Township <sonorato@shamong.net>, "Shana Gosik (Deputy) Tabernacle" <deputyclerk@townshipoftabernacle-nj.gov>, Southampton Township <khoffman@southamptonnj.org>, Springfield Township <clerk@springfieldtownshipnj.org>, Sunshine Dashiell <sdashiell@pemberton-twp.com>, Terri Giercyk <terigiercyk@gmail.com>, "Vicki Conover Assistant to Twp. Clerk" <vconover@moorestown.nj.us>, Washington Township <lhand@wtbcnj.org>, Washington Township Karen Bacon <kbacon@wtbcnj.org>, Woodland Township <mbrown@woodlandtownship.org>, Wrightstown Borough <wrightstownclerk@comcast.net>

**Subject: Public Sale Bid Info**

Long shot here...

Does anyone have notice of public sale or bid info for the sale of a Plenary Retail Consumption license? Rather than reinventing the wheel, thought I'd ask...

We already passed the Ordinance, just looking for the sale info.

Thanks!

Respectfully,

**Wendy Gibson, MPA, CPM, RMC, CMR**

**Township Administrator/Clerk**

**Westampton Township**

The information contained in this memorandum and any attachments transmitted with it are private and intended solely for the use of the individual or entity to whom it is addressed and may contain advisory, confidential, deliberative and/or privileged material. If you have received this memorandum in error, please immediately notify the author. You should not print, copy, transmit, or otherwise disseminate the information contained in this memorandum. Any use of this information other than by the intended recipient is prohibited.

**From:** Wendy Gibson

**Sent:** Friday, September 29, 2023 12:33 PM

**To:** Kim White <kwhite@eastampton.com>; Ashley Jolly <Deputyclerk@mansfieldtwp.com>; Bass River Township <clerk@bassriver-nj.org>; Beverly Russell <brussell@delancotownship.com>; Beverly City <cmidgette@thecityofbeverly.com>; Bobbie Quinn <bquinn@lumbertontwp.com>; Bordentown Township <c.dziura@bordentowntownship.org>; Bordentown Township Clerk <m.carrington@bordentowntownship.org>; Brenda Bligen <bbligen@willingboronj.gov>; Burlington City <ccrivar@burlingtonnj.us>; Chesterfield Township <caryn@chesterfieldtwp.com>; Christina Lucas <clucas@eastampton.com>; Cinnaminson Township <lpassione@cinnaminsonnj.org>; City of Bordentown <btownch@cityofbordentown.com>; Dawn Bielec <dbielec@medfordtownship.com>;

Dawn Gorman <dgorman@co.burlington.nj.us>; Delanco Township  
<jlohr@delancotownship.com>; Delran Township <jeggers@delrantownship.org>;  
Deputy Clerk Rachel Fryc <rachel@chesterfieldtwp.com>; Donna Synder  
<dsnyder08022@yahoo.com>; Edgewater Park <pclayton@edgewaterpark-nj.com>;  
Elaine Kennedy <ebeverly@comcast.net>; Elizabeth MacLennan  
<wrightstownlanduse@comcast.net>; Everett Falt (Clerk) Tabernacle  
<twpclerk@townshipoftabernacle-nj.gov>; Evesham Mary Lou Bergh  
<berghm@evesham-nj.gov>; Fieldsboro Clerk <pmhansell@gmail.com>; Fieldsboro  
Clerk <clerk@fieldsboro.us>; Florence Township <clerk@florence-nj.gov>; Joanne  
Mustafa <jmustafa@ewingnj.org>; Kitty Martin (Deputy Clerk)  
<kmartin@delancotownship.com>; ksmick@pemberton.comcastbiz.net; Linda Semus  
<Clerk@MansfieldTwp.com>; Maple Shade Township <mstwpclk@mapleshade.com>;  
Marie Nagle, Deputy Palmyra <mnagel@boroughofpalmyra.com>; Mary Field  
<mfield@twp.burlington.nj.us>; Mary Picariello <clerk@northhanovertwp.com>;  
Medford Lakes Borough <clerk@medfordlakes.com>; Medford Township  
<kburger@medfordtownship.com>; Melanie Brown Southampton  
<mlbrown@southamptonnj.org>; Moorestown Township <phunt@moorestown.nj.us>;  
Mount Holly <smarnell@twp.mountholly.nj.us>; Mount Laurel Township  
<mtomczyk@mountlaurel.com>; mwylie@twp.burlington.nj.us; Natalie Lewis  
<nlewis@townshipoftabernacle-nj.gov>; New Hanover Township  
<clerk@newhanovertwp.com>; Palmyra Doretha (Rita) Jackson  
<djackson@boroughofpalmyra.com>; Paula Kosko  
<pkosko@hainesporttownship.com>; Pemberton Township <acosnoski@pemberton-  
twp.com>; Rebecca Andrews <andrewsr@evesham-nj.gov>; Rebecca Jones (Mt. Laurel)  
<rjones@mountlaurel.com>; Riverside Township <sdydek@riversidetwp.org>  
<sdydek@riversidetwp.org>; Riverton Borough <mhack@riverton-nj.com>; Shamong  
Township <sonorato@shamong.net>; Shana Gosik (Deputy) Tabernacle  
<deputyclerk@townshipoftabernacle-nj.gov>; Southampton Township  
<khoffman@southamptonnj.org>; Springfield Township  
<clerk@springfieldtownshipnj.org>; Sunshine Dashiell <sdashiell@pemberton-  
twp.com>; Terri Giercyk <terigiercyk@gmail.com>; Vicki Conover Assistant to Twp.  
Clerk <vconover@moorestown.nj.us>; Washington Township <lhand@wtbcnj.org>;  
Washington Township Karen Bacon <kbacon@wtbcnj.org>; Woodland Township  
<mbrown@woodlandtownship.org>; Wrightstown Borough  
<wrightstownclerk@comcast.net>

**Subject:** Salary Request

Can you please tell me what your CFO salary is?

Thank you so much!

Respectfully,

**Wendy Gibson, MPA, CPM, CMR, RMC**  
**Township Administrator/Clerk/Registrar**

Westampton Township  
710 Rancocas Road  
Westampton, NJ 08060  
P: 609-267-1891 x 6  
wgibson@westampton.com

*Westampton Township*



**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** FW: Request for bid tabulation  
**Date:** Thursday, December 7, 2023 1:11:00 PM

They want everything.

Thank you,

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** North America Procurement Council <[bids@nape.me](mailto:bids@nape.me)>  
**Sent:** Thursday, December 7, 2023 10:09 AM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** Request for bid tabulation

Request Code: 12982803  
Date: 12/07/23

On behalf of our customers who are contractors & suppliers, we request updated plan-holder, bid tabulation and contract award information AS IT IS AVAILABLE on the following solicitation. Please correct any errors/deficiencies and return by Email to [bids@nape.me](mailto:bids@nape.me) or Fax to 302-450-1925.

Solicitation Name: Township Financial Advisor (RFP)  
Solicitation Number:  
Bid Date: 12/06/23

This request is made in consideration of state and local procurement laws and in the interest of a fair and transparent bidding process.

North America Procurement Council, Inc. PBC  
TEL 302-450-1923  
FAX 302-450-1925  
[www.NAPC.pro](http://www.NAPC.pro)  
[bids@nape.me](mailto:bids@nape.me)

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** FW: Request for list of plan-holders  
**Date:** Tuesday, November 28, 2023 10:06:00 AM

They asked for all positions but I won't forward all 20 emails just provide all list to them.  
Thank you,

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** North America Procurement Council <[bids@napc.me](mailto:bids@napc.me)>  
**Sent:** Tuesday, November 28, 2023 10:08 AM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** Request for list of plan-holders

Request Code: 12982803  
Date: 11/28/23

On behalf of our customers who are contractors & suppliers, we request updated plan-holder, bid tabulation and contract award information AS IT IS AVAILABLE on the following solicitation. Please correct any errors/deficiencies and return by Email to [bids@napc.me](mailto:bids@napc.me) or Fax to 302-450-1925.

Solicitation Name: Township Financial Advisor (RFP)  
Solicitation Number:  
Bid Date: 12/06/23

This request is made in consideration of state and local procurement laws and in the interest of a fair and transparent bidding process.

North America Procurement Council, Inc. PBC  
TEL 302-450-1923  
FAX 302-450-1925  
[www.NAPC.pro](http://www.NAPC.pro)  
[bids@napc.me](mailto:bids@napc.me)

**From:** [Meredith Riculfy](#)  
**To:** [Jerry Mascia](#)  
**Cc:** [Rebecca Paretti](#)  
**Subject:** Re: Jif  
**Date:** Tuesday, December 5, 2023 6:40:57 PM

---

Rebecca please give Jerry a copy. Thanks  
Sent from my iPhone

> On Dec 5, 2023, at 6:30 PM, Jerry Mascia <[jmascia@mountlaurel.com](mailto:jmascia@mountlaurel.com)> wrote:

>

> I'm not sure we did they would want a copy of the lease agreement. If you have an executed agreement send it to me or I can ask George

> Thank you.

>

> Jerry Mascia

> Superintendent of Public Works

> Mount Laurel Township

> Office 856-234-0001 ext 1223

> Cell 609-781-3292

> [jmascia@mountlaurel.com](mailto:jmascia@mountlaurel.com)

>

>> On Dec 5, 2023, at 6:27 PM, Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)> wrote:

>>

>> Just confirming we told them the change with paws property with the college.

>> Sent from my iPhone

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** Fwd: Bid request for Insurance Broker (RFP)  
**Date:** Tuesday, October 24, 2023 8:19:34 PM

Please send  
Sent from my iPhone

Begin forwarded message:

**From:** Burrelles Bidsource <[bids@burrelles.com](mailto:bids@burrelles.com)>  
**Date:** October 24, 2023 at 2:46:51 PM EDT  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** Bid request for Insurance Broker (RFP)

Hi Meredith Riculfy,

Regarding the following bid solicitation:

Insurance Broker (RFP)  
Due: 12/6/2023

Please furnish a bid package to my client at:

Attention: Maria Makos  
Email: [mmakos@siprisk.com](mailto:mmakos@siprisk.com)  
Strategic Insurance Partners  
492 Franklin Ave.  
Nutley, NJ 07110

Your anticipated prompt attention is greatly appreciated.

Thank you,

Bidsource on behalf of Strategic Insurance Partners

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: Bid request for Township Planner Affordable Housing (RFP)  
**Date:** Monday, October 23, 2023 3:47:42 PM

Sent from my iPhone

Begin forwarded message:

**From:** Burrelles Bidsource <bids@burrelles.com>  
**Date:** October 23, 2023 at 2:56:58 PM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** Bid request for Township Planner Affordable Housing (RFP)

Hi Meredith Riculfy,

Regarding the following bid solicitation:

Township Planner Affordable Housing (RFP)  
Due: 12/6/2023

Please furnish a bid package to my client at:

Attention: Sharon L. Moore - Direct 609-477-7313  
Email: smoore@cchnj.com  
Phone: 609-883-8383  
Fax: 609-883-4044  
Clarke Caton Hintz  
100 Barrack Street  
Trenton, NJ 08608

Your anticipated prompt attention is greatly appreciated.

Thank you,

Bidsource on behalf of Clarke Caton Hintz

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: Financial Advisor Bid Specifications Needed - Mount Laurel  
**Date:** Monday, October 23, 2023 10:52:57 AM

---

Please send  
Sent from my iPhone

Begin forwarded message:

**From:** Donna Pearson <donnapearson@muniadvisors.com>  
**Date:** October 23, 2023 at 10:49:24 AM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Cc:** Kathy Collins <kcollins@muniadvisors.com>, Kelley Figueroa <kfigueroa@muniadvisors.com>  
**Subject:** Financial Advisor Bid Specifications Needed - Mount Laurel

Good Morning,

Phoenix Advisors, LLC would like to receive the bid specifications for your Request for Proposal for Financial Advisor.  
Please forward to us at your earliest convenience.

Your assistance is greatly appreciated.

Best,  
Donna

Donna Pearson  
Office Manager  
Phoenix Advisors, LLC  
625 Farnsworth Avenue  
Bordentown, NJ 08505

P: (609) 291-0130

F: (609) 291-9940

E: [donnapearson@muniadvisors.com](mailto:donnapearson@muniadvisors.com)<<mailto:donnapearson@muniadvisors.com>>

[www.muniadvisors.com](http://www.muniadvisors.com)<<http://www.muniadvisors.com>>

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** FW: Monterey Grill Mt. Laurel, LLC - License number: 0324-36-001  
**Date:** Tuesday, October 17, 2023 1:17:00 PM  
**Attachments:** image001.png  
image001.png

Please handle.

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** Tia Johnson <Tia.Johnson@njoag.gov>  
**Sent:** Tuesday, October 17, 2023 12:26 PM  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Cc:** Alyssa Jimenez <Alyssa.Jimenez@njoag.gov>  
**Subject:** Monterey Grill Mt. Laurel, LLC - License number: 0324-36-001

Hi Meredith,

I tried to contact you this afternoon, however I received your voice mail.

Please note, upon review of the Person-to-Person Transfer application for Monterey Grill Mt. Laurel, LLC, the Division of Alcoholic Beverage Control needs the following documents:

- 1) Lease agreement between Monterey Grill Mt. Laurel, LLC and Grande Properties, LLC
- 2) Operating Agreement/Corporate Structure documents for Monterey Grill Mt. Laurel, LLC

Feel free to contact me with any questions or concerns.

Very truly yours,  
Tia Johnson

**Tia Johnson, MPA**  
**Executive Assistant**  
**Licensing Bureau**

NJ Dept. of Law and Public Safety  
Division of Alcoholic Beverage Control  
140 E Front St. | PO Box 087 | Trenton, NJ 08625-0087

Office: (609) 376-9723 | [tia.johnson@njoag.gov](mailto:tia.johnson@njoag.gov)  
[NJABC Website: Click Here](#)

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**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: Internal review of OPRA request - Bid Tabulation Results for FY2021 & FY2022 NJDOT Municipal Aid Program - Hooton Road ImprovementsMultiple Contracts  
**Date:** Friday, September 29, 2023 2:08:37 PM

Please handle  
Sent from my iPhone

Begin forwarded message:

**From:** Maddie Baisley <opra+request-44064-dac680a6@requests.opramachine.com>  
**Date:** September 29, 2023 at 1:53:13 PM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** Internal review of OPRA request - Bid Tabulation Results for FY2021 & FY2022 NJDOT Municipal Aid Program - Hooton Road ImprovementsMultiple Contracts

Dear Mount Laurel Township,

Please pass this on to the person who conducts Open Public Records Act reviews.

I am writing to request an internal review of Mount Laurel Township's handling of my OPRA request 'Bid Tabulation Results for FY2021 & FY2022 NJDOT Municipal Aid Program - Hooton Road ImprovementsMultiple Contracts'.

Please provide an update on the request above.

Yours faithfully,

Maddie Baisley

---

Please use this UNIQUE email address for all replies to this request and no other:  
opra+request-44064-dac680a6@requests.opramachine.com

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:  
<https://opramachine.com/help/officers>

View this OPRA request & responses online:  
[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_fy202\\_\\_59](https://opramachine.com/request/bid_tabulation_results_for_fy202__59)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

---

**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: Back 40 Property Clearing MLRLT22017  
**Date:** Friday, September 1, 2023 10:27:21 PM  
**Attachments:** [Outlook-ciewz10v.png](#)  
[Outlook-qpzc0luz.png](#)  
[Outlook-hzzqdsr.png](#)  
[Outlook-4tmqnbud.png](#)  
[Outlook-whipooja.png](#)  
[Outlook-2d2ug1pz.png](#)

---

Sent from my iPhone

Begin forwarded message:

**From:** Kim Devero <Kim.Devero@constructconnect.com>  
**Date:** September 1, 2023 at 5:53:59 PM EDT  
**To:** FHarris@pennoni.com, Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** Back 40 Property Clearing - MLRLT22017

Good day!

I'm with ConstructConnect. I am writing to request a copy of the bid tabulation for the above project, and if available, the awarded contractor. I would also like to know the anticipated start dates, if determined.

If you're not familiar with ConstructConnect and would like to know why we collect this data, schedule a time to speak with my manager Patrick Quarry. He can show you our website and answer any questions. [Click Here](#) to check his schedule and select a time that works best for you.

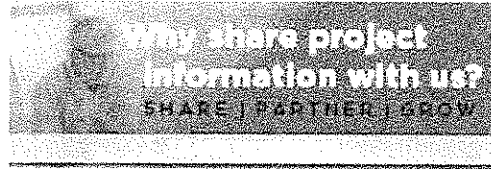
Thank you for your assistance.

Regards,

**Kim Devero**  
Content Specialist

tel: 323.602.5079 ext 51117  
fax: 866.570.8187

ConstructConnect Reference ID: 6355856



**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** FW: MLRLT22017 Back 40 Property Clearing  
**Date:** Monday, August 21, 2023 3:34:00 PM  
**Attachments:** [ATT00001.png](#)  
[Award Recommendation MLRLT22017 Back 40 Property Clearing.pdf](#)  
[Q1 Results.pdf](#)  
[All J's Services.pdf](#)  
[Jerrell's Landscapes.pdf](#)  
[Neri's Construction.pdf](#)  
[Ricco Construction.pdf](#)  
[W. Hargrove Demolition.pdf](#)  
[Winzinger.pdf](#)

Bid award for next meeting.

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** Frank T. Harris <FHarris@Pennoni.com>  
**Sent:** Monday, August 21, 2023 1:51 PM  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Cc:** Jerry Mascia <jmascia@mountlaurel.com>; Tara Krueger <tkrueger@mountlaurel.com>  
**Subject:** MLRLT22017 Back 40 Property Clearing

Good Afternoon Meredith,

Please reference the attached documents.

Give me a call if you have any questions

**Frank T. Harris, Sr.**

**Pennoni**

515 Grove St., Suite 1B | Haddon Heights, NJ 08035  
**Direct:** +1 (856) 656-2906 | **Mobile:** +1 (609) 408-1702  
[www.pennoni.com](http://www.pennoni.com) | [FHarris@Pennoni.com](mailto:FHarris@Pennoni.com)



Watch: [visualization for industrial sectors](#)

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Paretti](#)  
**Subject:** FW: George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"  
**Date:** Monday, August 7, 2023 12:36:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

Put ordinance on for first reading.

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** George M. Morris <[gmmorris@parkermccay.com](mailto:gmmorris@parkermccay.com)>  
**Sent:** Monday, August 7, 2023 12:31 PM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Cc:** Rebecca Paretti <[rparetti@mountlaurel.com](mailto:rparetti@mountlaurel.com)>  
**Subject:** RE: George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"

Attorney-Client Privilege

**George M. Morris, Esquire**  
*Shareholder*  
**Municipal**

**PARKER McCAY P.A.**  
O: 856-810-5855  
C: 856-673-9268  
[gmmorris@parkermccay.com](mailto:gmmorris@parkermccay.com)

**From:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Sent:** Monday, August 7, 2023 12:27 PM  
**To:** George M. Morris <[gmmorris@parkermccay.com](mailto:gmmorris@parkermccay.com)>  
**Cc:** Rebecca Paretti <[rparetti@mountlaurel.com](mailto:rparetti@mountlaurel.com)>  
**Subject:** FW: George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"

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Is the ordinance on or waiting for Sept...didn't know if the ordinance and proclamation were waiting or just the proclamation?

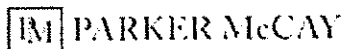
Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** George M. Morris <[gmmorris@parkermccay.com](mailto:gmmorris@parkermccay.com)>  
**Sent:** Monday, July 31, 2023 2:39 PM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>; Stephen Steglik <[sssteglik@mountlaurel.com](mailto:sssteglik@mountlaurel.com)>  
**Subject:** George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"



**George M. Morris, Esquire**  
*Shareholder*  
**Municipal**



O: 856-810-5855  
C: 856-673-9268  
[gmmorris@parkermccay.com](mailto:gmmorris@parkermccay.com)

**PARKER McCAY P.A.**  
9000 Midlantic Drive, Suite 300  
Mount Laurel, NJ 08054  
P: 856-596-8900 F: 856-596-9631  
[www.parkermccay.com](http://www.parkermccay.com)



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**From:** [George M. Morris](#)  
**To:** [Meredith Riculfy](#)  
**Cc:** [Rebecca Paretti](#)  
**Subject:** RE: George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"  
**Date:** Monday, August 7, 2023 12:31:35 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

Attorney-Client Privilege

**George M. Morris, Esquire**  
*Shareholder*  
**Municipal**

**PARKER McCAY P.A.**  
O: 856-810-5855  
C: 856-673-9268  
[gmorris@parkermccay.com](mailto:gmorris@parkermccay.com)

**From:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Sent:** Monday, August 7, 2023 12:27 PM  
**To:** George M. Morris <[gmorris@parkermccay.com](mailto:gmorris@parkermccay.com)>  
**Cc:** Rebecca Paretti <[rparetti@mountlaurel.com](mailto:rparetti@mountlaurel.com)>  
**Subject:** FW: George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"

**\*\*\* External Email – This email has come from outside of Parker McCay. Think before you click on links, open attachments, or reply! \*\*\***

Is the ordinance on or waiting for Sept...didn't know if the ordinance and proclamation were waiting or just the proclamation?

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** George M. Morris <[gmorris@parkermccay.com](mailto:gmorris@parkermccay.com)>  
**Sent:** Monday, July 31, 2023 2:39 PM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>; Stephen Steglik <[sssteglik@mountlaurel.com](mailto:sssteglik@mountlaurel.com)>

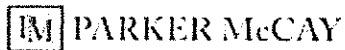
**Subject:** George M Morris sent you "Mt. Laurel Twp. - Ordinance for Lease with Rowan 4879-2505-8420"

I think we may be ready for this at the August meeting. Also, do you think we should bring the Tweedys in for a proclamation and big thank you to Volunteers for Paws Farm Inc. for holding down the fort until we could make this happen?

**George M. Morris, Esquire**

*Shareholder*

**Municipal**



O: 856-810-5855

C: 856-673-9268

[gmorris@parkermccay.com](mailto:gmorris@parkermccay.com)

**PARKER McCAY P.A.**

9000 Midlantic Drive, Suite 300

Mount Laurel, NJ 08054

P: 856-596-8900 F: 856-596-9631

[www.parkermccay.com](http://www.parkermccay.com)



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**From:** Meredith Riculfy  
**To:** Rebecca Paretti  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for 2020 Road Program  
**Date:** Thursday, July 27, 2023 6:33:15 AM

Sent from my iPhone

Begin forwarded message:

**From:** Kayleigh Mulroy <opra+request-49100-730ad09c@requests.opramachine.com>  
**Date:** July 26, 2023 at 11:09:40 PM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** OPRA request - Bid Tabulation Results for 2020 Road Program

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally and Bid Tally Sheets), including all quantities and unit pricing for each bidder, for 2020 Road Program that was submitted on 5/4/21.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|      |             |     |      | BIDDER 1 |      | BIDDER 2 |  |
|------|-------------|-----|------|----------|------|----------|--|
| Item | Description | QNT | UNIT | AMOUNT   | UNIT | AMOUNT   |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |

Please send all documents electronically.

Thanks,  
PPA

-----  
Please deliver records electronically via email to the below UNIQUE address for all replies to this request:  
opra+request-49100-730ad09c@requests.opramachine.com

Is mtomeczyk@mountlaurel.com the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:  
[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:  
<https://opramachine.com/help/officers>

View this OPRA request & responses online:  
[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_2020\\_2202](https://opramachine.com/request/bid_tabulation_results_for_2020_2202)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

---

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Accepted: Back 40 Property Clearing Bid Opening

---

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Fwd: Legal Ad  
**Date:** Friday, July 21, 2023 9:13:28 AM  
**Attachments:** IMG1IndustrialPPXReel.png.png  
A3 Advertisement.docx

Please start bid file and send calendar invite for bid.

Sent from my iPhone

Begin forwarded message:

**From:** "Frank T. Harris" <FHarris@pennoni.com>  
**Date:** July 21, 2023 at 8:06:05 AM EDT  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>, Jerry Mascia <jmascia@mountlaurel.com>  
**Subject:** FW: Legal Ad

FYI

Frank T. Harris, Sr.

**Pennoni**

515 Grove St., Suite 18 | Haddon Heights, NJ 08035  
**Direct:** +1 (856) 656-2906 | **Mobile:** +1 (609) 408-1702  
[www.pennoni.com](http://www.pennoni.com) | [FHarris@Pennoni.com](mailto:FHarris@Pennoni.com)

**From:** Danielle Downes <DDownes@Pennoni.com>  
**Sent:** Friday, July 21, 2023 8:03 AM  
**To:** [legals@thebct.com](mailto:legals@thebct.com)  
**Cc:** Frank T. Harris <FHarris@Pennoni.com>  
**Subject:** Legal Ad

July 25<sup>th</sup>, 2023

**Attention:** Burlington County Times

**Subject:** MLRLT22017 – Back 40 Property Clearing

**Account No. 2-004412004**

Good morning Public Notices Department:

Pennoni Associates (Acct #: 2-004412004) kindly requests the attached Legal Advertisement Notice to be posted in the **Burlington County Times** July 25<sup>th</sup>, 2023 edition of the newspaper.

**Please note an AFFIDAVIT IS requested by Pennoni.**

1. Please provide email confirmation for run date.
2. Please show MLRLT22017 on the invoice.

If you need any more information, please contact me.

Thank you,

**Danielle Downes**

**Pennoni**

515 Grove St. Suite 1B | Haddon Heights, NJ 08035

Direct: +1 (856) 656-2877

[www.pennoni.com](http://www.pennoni.com) | [DDownes@Pennoni.com](mailto:DDownes@Pennoni.com)

Watch: visualization for industrial sectors

**From:** [Rebecca Jones](#)  
**To:** [Meredith Riculfy](#)  
**Subject:** RE: Liquor License question  
**Date:** Thursday, July 6, 2023 12:57:12 PM

Thank you so much for your help!!

**From:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Sent:** Thursday, July 6, 2023 12:54 PM  
**To:** Rebecca Jones <[rjones@mountlaurel.com](mailto:rjones@mountlaurel.com)>  
**Subject:** Re: Liquor License question

Yep that email is perfect. Thanks

Sent from my iPhone

On Jul 6, 2023, at 11:35 AM, Rebecca Jones <[rjones@mountlaurel.com](mailto:rjones@mountlaurel.com)> wrote:

That does make sense, I hope I'm understanding correctly. So basically can I just send her an email saying "the liquor license for Tommy's was a private sale purchased for \$2,000,000 and it is tied to the location at 40 Centerton Road." Then pretty much the same thing for RRLL East Gate once I have that info? Or would it be better for me to call her and explain it all?

I found the info for Tommy's in the purchase agreement included in their application, and I've got the police looking for the price for RRLL East Gate currently. Now that I'm thinking about it though, RRLL East Gate might actually just be the owner of the property that it transferred back to since it was Don Pablo's and they were located in East Gate Square.

**From:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Sent:** Thursday, July 6, 2023 11:07 AM  
**To:** Rebecca Jones <[rjones@mountlaurel.com](mailto:rjones@mountlaurel.com)>  
**Subject:** Re: Liquor License question

Yes we have get it from police but since police have it is public info. We just don't disclose how it was funded aka loan investors just the amount and we note it was a private sale and I like to note that Tommy and rrl are tied to the location. I explain that the business went under and in their lease it says the license goes back to owner of property. Let me know if that makes sense.

Sent from my iPhone

On Jul 6, 2023, at 10:52 AM, Rebecca Jones <rjones@mountlaurel.com> wrote:

Quick question for you.. A liquor license sales company called me asking about the sale prices of our most recent consumption licenses. I guess they have a license they are looking to sell. She mentioned Top Golf, Tommy's, and RRL East Gate Square. I know I can give her the pricing information for topgolf since that was a bid, but am I able to give the pricing information on Tommy's and RRL East Gate Square to her even though it was a private sale that didn't have to do with us?

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Re: Alaimo Group Final Contract BID  
**Date:** Wednesday, June 28, 2023 4:13:55 PM

Thanks

Sent from my iPhone

On Jun 28, 2023, at 2:36 PM, Rebecca Jones <rjones@mountlaurel.com> wrote:

He said don't open it. Tom does work there, but he's having issues with his email right now so it's probably a virus.

**From:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Sent:** Wednesday, June 28, 2023 2:25 PM  
**To:** Rebecca Jones <rjones@mountlaurel.com>  
**Subject:** Fwd: Alaimo Group Final Contract BID

Can you call bill and ask if we okay to open this. I don't know who this is

Sent from my iPhone

Begin forwarded message:

**From:** "Tom D. Cappetti, Jr." <tcappettijr@alaimogroup.com>  
**Date:** June 28, 2023 at 1:30:42 PM EDT  
**Subject:** Alaimo Group Final Contract BID

Please see attached time sensitive service negotiation agreement for your review and signature.

The attachment is a secure document and contains information regarding **Alaimo Group Final Contract BID Settlement**.



Thanks,  
Tom

**Thomas Cappetti, Jr., Environmental Planner**  
Associate

<image006.gif>

609-267-8310 x 258  
200 High Street, Mt. Holly, NJ 08060

**Alaimo Group Final Contract BID Settlement**

**From:** Tom D. Cappetti, Jr.

**Sent:** Thursday, June 22, 2023 12:43 PM

**To:** Traci Topham <ttopham@alaimogroup.com>

**Cc:** Robert Lyons <rlyons@alaimogroup.com>

**Subject:** FW: ROUTINE 23157062 , ROUTINE 231581518 – 231581553,  
ROUTINE 231570762 - 231570854

Traci,

Please see email below from Tetra Tech regarding address to send invoices. This will be for the "Wastewater" work only.

I will do my very best to make sure anyone billing time has the appropriate Phase.

Thanks,  
Tom

Sincerely,  
**Thomas Cappetti, Jr., Environmental Planner**  
Associate

**From:** Calvache, Edwin <Edwin.Calvache@tetrattech.com>  
**Sent:** Thursday, June 15, 2023 1:55 PM  
**To:** Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>; Lonergan, Ed  
<Ed.Lonergan@tetrattech.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela  
<ANGELA.CARECCIA@tetrattech.com>; Warren F. Leary  
<wleary@alaimogroup.com>; Murray, Peter <peter.murray@naes.com>;  
Velez, Daisy <Daisy.Velez@naes.com>  
**Subject:** RE: ROUTINE 23157062 , ROUTINE 231581518 – 231581553,  
ROUTINE 231570762 - 231570854

**CAUTION:** This email originated from outside of the organization. Do not  
click links or open attachments unless you recognize the sender and  
know the content is safe.

Tom,  
When sending invoices, please send them to:  
[middlesexapinvoices@pureenergyllc.com](mailto:middlesexapinvoices@pureenergyllc.com) and cc: Pete and Myself.

Thanks

Best regards,

**Edwin Calvache, P.E.** | Northeast Area Manager | Tetra Tech | Solid Waste East  
Direct (845) 695-0269 | Mobile (732) 314-8671 | Fax +1 (877) 845-1456 |  
[edwin.calvache@tetrattech.com](mailto:edwin.calvache@tetrattech.com)

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41 Edgeboro Road | East Brunswick, NJ 08816 | [tetrattech.com](http://tetrattech.com) |  
[tetrattech.com/waste](http://tetrattech.com/waste)

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<image007.png>

<image008.png>

<image009.png>

<image010.png>

Please consider the environment before printing. [Read more](#)

<image011.png>

**From:** Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>  
**Sent:** Saturday, June 10, 2023 8:13 AM  
**To:** Calvache, Edwin <Edwin.Calvache@tetrattech.com>; Lonergan, Ed <Ed.Lonergan@tetrattech.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>; Warren F. Leary <wleary@alaimogroup.com>  
**Subject:** RE: ROUTINE 23157062 , ROUTINE 231581518 – 231581553, ROUTINE 231570762 - 231570854

Edwin,

Yesterday, we had a crew onsite yesterday morning and the pipe mark-out was completed.

Sincerely,

**Thomas Cappetti, Jr., Environmental Planner**  
Associate

<image006.gif>

609-267-8310 x 258  
200 High Street, Mt. Holly, NJ 08060

**From:** Calvache, Edwin <Edwin.Calvache@tetrattech.com>  
**Sent:** Saturday, June 10, 2023 7:24 AM  
**To:** Lonergan, Ed <Ed.Lonergan@tetrattech.com>; Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>; Warren F. Leary <wleary@alaimogroup.com>  
**Subject:** Re: ROUTINE 23157062 , ROUTINE 231581518 – 231581553, ROUTINE 231570762 - 231570854

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Tom, was this completed yesterday or will it be completed today?

Thanks

Edwin Calvache, P.E.  
Senior Project Manager  
Tetra Tech  
732-314-8671

[www.tetrattech.com](http://www.tetrattech.com)

**From:** Lonergan, Ed <Ed.Lonergan@tetrattech.com>  
**Sent:** Thursday, June 8, 2023 2:32:42 PM  
**To:** Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>; Calvache, Edwin <Edwin.Calvache@tetrattech.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>; Warren F. Leary <wleary@alaimogroup.com>  
**Subject:** RE: ROUTINE 23157062 , ROUTINE 231581518 -- 231581553, ROUTINE 231570762 - 231570854

Nice. Good deal!

Thanks,

**Ed Lonergan** | Field Manager | Solid Waste East  
Mobile (570) 573-3854 | [ed.lonergan@tetrattech.com](mailto:ed.lonergan@tetrattech.com)

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<image001.png>

<image002.png>

<image003.png>

<image004.png>

Please consider the environment before printing. Read more  
<image005.png>

**From:** Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>  
**Sent:** Thursday, June 8, 2023 2:03 PM  
**To:** Lonergan, Ed <Ed.Lonergan@tetrattech.com>; Calvache, Edwin <Edwin.Calvache@tetrattech.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>; Warren F. Leary <wleary@alaimogroup.com>

**Subject:** RE: F  
ROUTINE 231

Ed,

Never mind v

Thanks!

Sincerely,  
**Thomas Ca**  
Associate

**From:** Tom D  
**Sent:** Thursd  
**To:** Lonerger  
<Edwin.Calva  
**Cc:** Chadwick  
<ANGELA.CAI  
<wleary@ala  
**Subject:** RE: I  
ROUTINE 231

Ed,

The CAD files  
points or coo

Thanks!  
Sincerely,  
**Thomas Ca**  
Associate

**From:** Lonerger  
**Sent:** Thursd  
**To:** Tom D. C  
<Edwin.Calva  
**Cc:** Chadwick  
<ANGELA.CAI  
<wleary@ala  
**Subject:** RE:  
ROUTINE 231

**CAUTION:** T  
click links

Yes that would be fine.

I believe the previous surveyors were using pink or orange. Either is fine. Just let us know what you color use and be sure to label it MCUA 16" LFG Pipe.

Thanks,

**Ed Lonergan** | Field Manager | Solid Waste East  
Mobile (570) 573-3854 | [ed.lonergan@tetrattech.com](mailto:ed.lonergan@tetrattech.com)

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<image001.png>

<image002.png>

<image003.png>

<image004.png>

Please consider the environment before printing. [Read more](#)  
<image005.png>

**From:** Tom D. Cappetti, Jr. <[tcappettijr@alaimogroup.com](mailto:tcappettijr@alaimogroup.com)>  
**Sent:** Thursday, June 8, 2023 1:37 PM  
**To:** Calvache, Edwin <[Edwin.Calvache@tetrattech.com](mailto:Edwin.Calvache@tetrattech.com)>; Lonergan, Ed <[Ed.Lonergan@tetrattech.com](mailto:Ed.Lonergan@tetrattech.com)>  
**Cc:** Chadwick, Ana <[Ana.Chadwick@tetrattech.com](mailto:Ana.Chadwick@tetrattech.com)>; Careccia, Angela <[ANGELA.CARECCIA@tetrattech.com](mailto:ANGELA.CARECCIA@tetrattech.com)>; Warren F. Leary <[wleary@alaimogroup.com](mailto:wleary@alaimogroup.com)>  
**Subject:** RE: ROUTINE 23157062 , ROUTINE 231581518 – 231581553, ROUTINE 231570762 - 231570854

It is assumed in the roadway paint markings will suffice and out of the roadway lath with ribbon labeled.

Color paint and or ribbon required or preferred?

Thanks,

Tom

Sincerely,

**Thomas Cappetti, Jr., Environmental Planner**  
Associate

<image006.gif>

609-267-8310 x 258  
200 High Street, Mt. Holly, NJ 08060

**From:** Calvache, Edwin <Edwin.Calvache@tetrattech.com>  
**Sent:** Thursday, June 8, 2023 12:58 PM  
**To:** Loneragan, Ed <Ed.Loneragan@tetrattech.com>; Tom D. Cappetti, Jr. <tcappettijr@alaimogroup.com>  
**Cc:** Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>  
**Subject:** RE: ROUTINE 23157062 , ROUTINE 231581518 – 231581553, ROUTINE 231570762 - 231570854  
**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tom,

Please let us know if you have any questions and if you will be able to complete the markout by 6/10 as I need to respond to the NJ OneCall system.

Best regards,

**Edwin Calvache, P.E.** | Northeast Area Manager | Tetra Tech | Solid Waste East  
Direct (845) 695-0269 | Mobile (732) 314-8671 | Fax +1 (877) 845-1456 |  
edwin.calvache@tetrattech.com

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[tetrattech.com/waste](http://tetrattech.com/waste)

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<image001.png>

<image002.png>

<image003.png>

<image004.png>

Please consider the environment before printing. [Read more](#)  
<image005.png>

**From:** Lonergan, Ed <Ed.Lonergan@tetrattech.com>  
**Sent:** Thursday, June 8, 2023 12:52 PM  
**To:** tcappettijr@alaimogroup.com  
**Cc:** Calvache, Edwin <Edwin.Calvache@tetrattech.com>; Chadwick, Ana <Ana.Chadwick@tetrattech.com>; Careccia, Angela <ANGELA.CARECCIA@tetrattech.com>  
**Subject:** ROUTINE 23157062 , ROUTINE 231581518 – 231581553, ROUTINE 231570762 - 231570854

Hello Tom,

We requested additional information from the contractor to determine if a mark out is needed but have not gotten a response. Therefore we need to mark out the 16 " landfill gas pipeline along Sweetwater Lane in Edson NJ before 6/10 a to be safe as installation of service utilities it to begin by then.

The attached PFD is the approximate alignment of the landfill gas pipeline in yellow and the section needing to be marked out is clouded in blue.

Can you accommodate this mark-out request?

Thanks,

**Ed Lonergan** | Field Manager | Solid Waste East  
Mobile (570) 573-3854 | ed.lonergan@tetrattech.com

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<image001.png>

<image002.png>

<image003.png>

<image004.png>

Please consider the environment before printing. Read more  
<image005.png>

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Jones](#)  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for Union Mill Road & Academy Drive Traffic Signal Improv  
**Date:** Monday, June 26, 2023 7:24:24 PM

Please handle

Sent from my iPhone

Begin forwarded message:

**From:** "Ava V." <[opra+request-47067-0ddc0bde@requests.opramachine.com](mailto:opra+request-47067-0ddc0bde@requests.opramachine.com)>  
**Date:** June 26, 2023 at 10:05:22 AM EDT  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** OPRA request - Bid Tabulation Results for Union Mill Road & Academy Drive Traffic Signal Improv

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally), including all quantities and unit pricing for each bidder, for Union Mill Road & Academy Drive Traffic Signal Improv that was submitted on 12/2/20.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|       |             |     |      | BIDDER 1 |      | BIDDER 2 |  |
|-------|-------------|-----|------|----------|------|----------|--|
| ----- |             |     |      |          |      |          |  |
| Item  | Description | QNT | UNIT | AMOUNT   | UNIT | AMOUNT   |  |
|       |             |     |      |          |      |          |  |
|       |             |     |      |          |      |          |  |
|       |             |     |      |          |      |          |  |

Please send all documents electronically.

Thanks,  
PPA

-----  
Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

[opra+request-47067-0ddc0bde@requests.opramachine.com](mailto:opra+request-47067-0ddc0bde@requests.opramachine.com)

Is [mtomeczyk@mountlaurel.com](mailto:mtomeczyk@mountlaurel.com) the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

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View this OPRA request & responses online:  
[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_union\\_3](https://opramachine.com/request/bid_tabulation_results_for_union_3)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

---

**From:** [Rebecca Jones](#)  
**To:** [opra+request-46463-ddcafc46@requests.opramachine.com](mailto:opra+request-46463-ddcafc46@requests.opramachine.com)  
**Cc:** [Meredith Riculiy](#)  
**Subject:** FW: OPRA request - Bid Tabulation Results for Laurel Acres Park Entranceway & Pedestrian Improv  
**Date:** Tuesday, June 20, 2023 11:35:33 AM  
**Attachments:** [R164.pdf](#)

---

In response to your OPRA request, please see attached.

Thank you,  
Rebecca Jones  
856-234-0001 x1235

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Jones](#)  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for Laurel Acres Park Entranceway & Pedestrian Improv  
**Date:** Friday, June 16, 2023 12:28:42 PM

Please handle

Sent from my iPhone

Begin forwarded message:

**From:** "Ava V." <[opra+request-46463-ddeafe46@requests.opramachine.com](mailto:opra+request-46463-ddeafe46@requests.opramachine.com)>  
**Date:** June 16, 2023 at 12:08:36 PM EDT  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** OPRA request - Bid Tabulation Results for Laurel Acres Park Entranceway & Pedestrian Improv

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally), including all quantities and unit pricing for each bidder, for Laurel Acres Park Entranceway & Pedestrian Improv that was submitted on 10/23/20.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|      |             |     |      | BIDDER 1 |      | BIDDER 2 |  |
|------|-------------|-----|------|----------|------|----------|--|
| Item | Description | QNT | UNIT | AMOUNT   | UNIT | AMOUNT   |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |

Please send all documents electronically.

Thanks,  
PPA

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

[opra+request-46463-ddeafe46@requests.opramachine.com](mailto:opra+request-46463-ddeafe46@requests.opramachine.com)

Is [mtomczyk@mountlaurel.com](mailto:mtomczyk@mountlaurel.com) the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

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[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_laure\\_3](https://opramachine.com/request/bid_tabulation_results_for_laure_3)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

---

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Jones](#)  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for Laurel Acres Park Entranceway & Pedestrian Improv  
**Date:** Friday, June 16, 2023 12:28:20 PM

Please handle

Sent from my iPhone

Begin forwarded message:

**From:** "Ava V." <[opra+request-46464-5976feb5@requests.opramachine.com](mailto:opra+request-46464-5976feb5@requests.opramachine.com)>  
**Date:** June 16, 2023 at 12:08:42 PM EDT  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** OPRA request - Bid Tabulation Results for Laurel Acres Park Entranceway & Pedestrian Improv

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation (Bid Tally), including all quantities and unit pricing for each bidder, for Laurel Acres Park Entranceway & Pedestrian Improv that was submitted on 10/23/20.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

|      |             |     |      | BIDDER 1 |      | BIDDER 2 |  |
|------|-------------|-----|------|----------|------|----------|--|
| Item | Description | QNT | UNIT | AMOUNT   | UNIT | AMOUNT   |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |
|      |             |     |      |          |      |          |  |

Please send all documents electronically.

Thanks,  
PPA

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

[opra+request-46464-5976feb5@requests.opramachine.com](mailto:opra+request-46464-5976feb5@requests.opramachine.com)

Is [mtomczyk@mountlaurel.com](mailto:mtomczyk@mountlaurel.com) the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:  
<https://oprachine.com/help/officers>

View this OPRA request & responses online:  
[https://oprachine.com/request/bid\\_tabulation\\_results\\_for\\_laure\\_4](https://oprachine.com/request/bid_tabulation_results_for_laure_4)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

---

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Jones](#); [Nydia Nagy](#)  
**Subject:** FW: Request for list of plan-holders  
**Date:** Monday, March 13, 2023 11:36:00 AM

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** North America Procurement Council <[bids@napc.me](mailto:bids@napc.me)>  
**Sent:** Monday, March 13, 2023 10:02 AM  
**To:** Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
**Subject:** Request for list of plan-holders

Request Code: 12424200  
Date: 03/13/23

On behalf of our customers who are contractors & suppliers, we request updated plan-holder, bid tabulation and contract award information AS IT IS AVAILABLE on the following solicitation. Please correct any errors/deficiencies and return by Email to [bids@napc.me](mailto:bids@napc.me) or Fax to 302-450-1925.

Solicitation Name: Third Party Elevator Inspections  
Solicitation Number:  
Bid Date: 03/21/23

This request is made in consideration of state and local procurement laws and in the interest of a fair and transparent bidding process.

North America Procurement Council, Inc. PBC  
TEL 302-450-1923  
FAX 302-450-1925  
[www.NAPC.pro](http://www.NAPC.pro)  
[bids@napc.me](mailto:bids@napc.me)

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Accepted: Bid Opening - Third Party Elevator Inspections

---

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Tomorrow  
**Date:** Monday, February 20, 2023 10:23:42 AM

---

I have project for you elevator bid  
Sent from my iPhone

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** FW: caretaker lease  
**Date:** Friday, February 17, 2023 12:42:00 PM  
**Attachments:** Paws Farm Caretaker Lease Fully Executed 02172023.pdf

Paws hot file.

Thank you,

Meredith Riculfy, RMC & CMFO  
Township Manager/Clerk  
100 Mount Laurel Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** George M. Morris <gmorris@parkermccay.com>  
**Sent:** Friday, February 17, 2023 12:21 PM  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Cc:** Jerry Mascia <jmascia@mountlaurel.com>  
**Subject:** caretaker lease

Please see the attached fully-executed Caretaker Lease for your files.

Thank you,  
George

**George M. Morris**  
*Shareholder*  
*Municipal and Government*

**PARKER McCAY P.A.**  
O: 856-810-5855  
C: 856-673-9268  
gmorris@parkermccay.com

**From:** George M. Morris <gmorris@parkermccay.com>  
**Sent:** Friday, February 17, 2023 11:55 AM  
**To:** George M. Morris <gmorris@parkermccay.com>  
**Subject:** gmorris has sent you a scanned document - File Name:Paws Farm Caretaker Lease Fully Executed 02172023.pdf, Pages:6, File Size:910.24KB.

This e-mail message from the law firm of Parker McCay P.A. is for the sole use of the intended

recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** [Meredith Riculfy](#)  
**To:** [Rebecca Jones](#)  
**Subject:** Re: Leaf  
**Date:** Thursday, February 2, 2023 10:22:55 AM  
**Attachments:** [R59.pdf](#)

---

No we should done one after for I&s that said he is exempt from bid process.

Meredith Riculfy

On Feb 2, 2023, at 10:19 AM, Rebecca Jones <[rjones@mountlaurel.com](mailto:rjones@mountlaurel.com)> wrote:

Is this the one you mean?

-----Original Message-----

From: Meredith Riculfy <[mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)>  
Sent: Thursday, February 2, 2023 10:13 AM  
To: Rebecca Jones <[rjones@mountlaurel.com](mailto:rjones@mountlaurel.com)>  
Subject: Leaf

Can you send me the last resolution we did awarding.

Meredith Riculfy

**From:** Meredith Riculfy  
**To:** Rebecca Jones  
**Subject:** Fwd: OPRA request - Bid Tabulation Results for Parking Lot & Intersection Improvements of S Church St & Laurel Acres Park Dr  
**Date:** Tuesday, January 24, 2023 9:47:13 PM

Sent from my iPhone

Begin forwarded message:

**From:** Maddie Baisley <opra+request-39557-4f53edal@requests.opramachine.com>  
**Date:** January 24, 2023 at 7:13:07 PM EST  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** OPRA request - Bid Tabulation Results for Parking Lot & Intersection Improvements of S Church St & Laurel Acres Park Dr

Dear Mount Laurel Township,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Please send the final and compiled bid tabulation, including all quantities and unit pricing for each bidder, for "Parking Lot & Intersection Improvements of S Church St & Laurel Acres Park Dr" that was submitted on 8/2/2022.

Please send all documents electronically.

Thanks,

MB

-----  
Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-39557-4f53edal@requests.opramachine.com

Is mtomeczyk@mountlaurel.com the wrong address for OPRA requests to Mount Laurel Township? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=mount\\_laurel\\_township](https://opramachine.com/change_request/new?body=mount_laurel_township)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

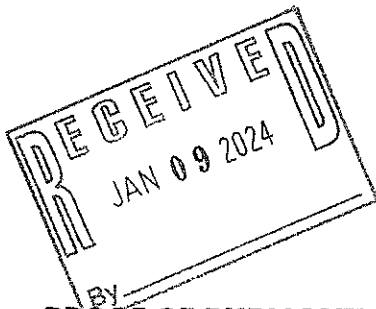
View this OPRA request & responses online:

[https://opramachine.com/request/bid\\_tabulation\\_results\\_for\\_parki\\_2](https://opramachine.com/request/bid_tabulation_results_for_parki_2)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

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# LOCALiQ

Erie Times-News | The Intelligencer  
Bucks County Courier Times  
The Daily American | Beaver County Times  
Pocono Record | Burlington County Times

PO Box 631202 Cincinnati, OH 45263-1202

## PROOF OF PUBLICATION

Rachel Paretti  
MS MEREDITH TOMCZYK/CFO  
Mt Laurel Twp  
100 Mount Laurel RD  
Mount Laurel NJ 08054-1507

### STATE OF NEW JERSEY, COUNTY OF BURLINGTON

The Burlington County Times, a newspaper printed and published and of general circulation in the County of Burlington, State of New Jersey, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

12/31/2023

and that the fees charged are legal.

Sworn to and subscribed before on 12/31/2023

Legal Clerk

Notary, State of WI County of Brown

My commission expires

Publication Cost: \$33.65

Order No: 9676330

Customer No: 791213

PO #:

# of Copies:

1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

AMY KOKOTT  
Notary Public  
State of Wisconsin

## NOTICE OF BID FOR OFFICE SPACE

Please be advised that the Township of Mount Laurel will accept bids for office space.

To obtain bid specifications please contact the office of the Municipal Clerk, Meredith Riculfy at 856-234-0001, ext. 1233 or mriculfy@mountlaurel.com

To be considered, a proposal for the above must be received on or before Wednesday, January 24, 2024 at 9:00 a.m. Late responses will not be opened or reviewed. Responses must be fully sealed. The envelope shall be marked with the words "Bid of Office Space," which words shall be at the lower left of the front of the envelope. Proposals can be mailed to 750 Centerton Road, Mount Laurel NJ 08054 or hand-deliver between the hours of 8am and 4pm, Clerk Office – 2nd floor. The said envelope shall be addressed as follows: Meredith Riculfy, Mount Laurel Municipal Clerk, 750 Centerton Road, Mount Laurel, New Jersey 08054.

MEREDITH RICULFY  
MUNICIPAL CLERK  
December 31, 2023 (\$13.65)

# LOCALiQ

Erie Times-News | The Intelligencer  
Bucks County Courier Times  
The Daily American | Beaver County Times  
Pocono Record | Burlington County Times

PO Box 631202 Cincinnati, OH 45263-1202

## **AFFIDAVIT OF PUBLICATION**

Rebecca Paretti  
Mount Laurel Township  
750 Centerton RD  
Mount Laurel NJ 08054-1625

### **STATE OF NEW JERSEY, COUNTY OF BURLINGTON**

The Burlington County Times, a newspaper printed and published and of general circulation in the County of Burlington, State of New Jersey, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

03/26/2025

and that the fees charged are legal.

Sworn to and subscribed before on 03/26/2025

Legal Clerk

Notary, State of Wj, County of Brown

My commission expires

Publication Cost: \$32.09

Tax Amount: \$0.00

Payment Cost: \$32.09

Order No: 11155638

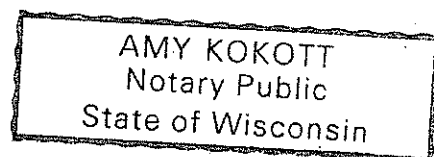
Customer No: 791213

PO #: Office Space Bid

# of Copies:  
1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*



## **NOTICE OF BID FOR OFFICE SPACE**

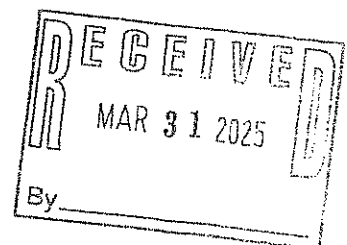
Please be advised that the Township of Mount Laurel will accept bids for office space.

To obtain bid specifications please contact the office of the Municipal Clerk, Meredith Riculfy at 856-234-0001, ext. 1233 or [mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)

To be considered, a proposal for the above must be received on or before Thursday, April 17, 2025 at 9:00 a.m. Late responses will not be opened or reviewed. Responses must be fully sealed. The envelope shall be marked with the words "Bid of Office Space," which words shall be at the lower left of the front of the envelope. Proposals can be mailed to 750 Centerton Road, Mount Laurel NJ 08054 or hand-deliver between the hours of 8am and 4pm, Clerk's Office - 2nd floor. The said envelope shall be addressed as follows: Meredith Riculfy, Mount Laurel Municipal Clerk, 750 Centerton Road, Mount Laurel, New Jersey 08054.

**MEREDITH RICULFY  
MUNICIPAL CLERK**

11155638 3/26/25



**Rebecca Paretti**

---

**From:** Meredith Riculfy  
**Sent:** Tuesday, May 20, 2025 9:27 AM  
**To:** Rebecca Paretti  
**Subject:** FW: Office Space Bid - 750 Centerton Road

Please place in bid.

Thank you,

Meredith Riculfy, RMC/CMFO/CMR/QPA  
Township Manager/Clerk  
750 Centerton Road  
Mount Laurel NJ 08054  
856.234.0001 ext 1233  
856.234.8240 fax

**From:** Michael Muller <muller@mullerpublicstrategiesllc.com>  
**Sent:** Tuesday, May 20, 2025 9:24 AM  
**To:** Meredith Riculfy <mriculfy@mountlaurel.com>  
**Subject:** Office Space Bid - 750 Centerton Road

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

I hope this message finds you well. After careful consideration, I've decided to withdraw my bid for office space at the Mount Laurel Township Municipal Building.

I want to thank you for your time, professionalism, and the work you do on behalf of the community. I sincerely appreciate your consideration and understanding as I move in a different direction.

With gratitude,

Michael C. Muller, President  
Muller Public Strategies, LLC  
609-332-8503  
Sent via iPad

**TOWNSHIP OF MOUNT LAUREL  
LEASE OF TOWNSHIP PROPERTY –  
750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE**

**GENERAL INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS**

**I. SUBMISSION OF BIDS**

- A. The Township of Mount Laurel, Burlington County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the Notice to Bidders and the instruction herein.
- B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the Township, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID ENCLOSED."
- D. The minimum bid is \$500.00 per month. All bids under \$500.00 per month will be immediately disqualified and considered no further.
- E. It is the bidder's responsibility to see that bids are presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- F. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, the bids must remain firm for a period of sixty (60) calendar days.
- G. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form and bid package not required by the specifications, or irregularities of any kind, may be rejected by the Township, in the Township's sole discretion. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the

State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

## **II. INTERPRETATION AND ADDENDA**

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

## **III. LEASE, INSURANCE AND INDEMNIFICATION**

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

### **B. Insurance Requirements**

#### **1. Workers Compensation and Employers Liability Insurance**

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

#### **2. General Liability Insurance.**

The Lessee shall procure and maintain during the life of this lease General Liability insurance of not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

**C. Certificates of Required Insurance**

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

**D. Indemnification**

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

**IV. PREPARATION OF BIDS**

A. The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

**V. STATUTORY AND OTHER REQUIREMENTS**

**A. Non-Assignment of Lease**

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

**VI. PERIOD OF AWARD**

A. This lease shall be awarded for a term of one (1) year from February 1, 2024 to January 31, 2025.

**VII. REJECTION OF BIDS**

**A. Reservation of Rights**

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

**B. Multiple Bids Not Allowed**

More than one bid from an individual, a firm or partnership, a corporation or association under

the same or different names shall not be considered.

**C. Failure to Enter Lease**

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

**D. Tenant Restrictions**

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

**VIII. TERMINATION OF LEASE**

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

**IX. GOVERNING LAW**

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

**SPECIFICATIONS  
LEASE OF OFFICE SPACE  
FEBRUARY 1, 2024 THROUGH JANUARY 31, 2025**

**1. PURPOSE OF LEASE**

- A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from February 1, 2024 through January 31, 2025.
- B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.
- C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.
- D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

**2. INTENT TO AWARD**

- A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.
- B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

**3. TERM OF LEASE**

The term of the main lease shall be for a period not to exceed twelve (12) months, from February 1, 2024 to January 31, 2025.

**4. RESPONSIBLE BIDDER QUALIFICATIONS**

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will not be accepted.

**5. RENTAL PAYMENT, FEES AND CHARGE**

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 12 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the first of every month.
- c. No renewals are authorized by this Lease. It is the Township's expectation to offer this lease space on an annual basis until the Township need for the space becomes necessary.
- d. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

**TOWNSHIP OF MOUNT LAUREL**  
**Lease of Township Property**  
**Bid Tabulation Sheet**

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

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

**Monthly Office Rent: MINIMUM BID: \$500 per month**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

**Total Annual Rent: (per Monthly Office Rent times 12 months)**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

**Bid Amount (Total Annual Rent x 1):**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Bid

\_\_\_\_\_  
Date

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public  
4890-1592-4623, v. 1

## NOTICE OF BID FOR OFFICE SPACE

Please be advised that the Township of Mount Laurel will accept bids for office space.

To obtain bid specifications please contact the office of the Municipal Clerk, Meredith Riculfy at 856-234-0001, ext. 1233 or [mriculfy@mountlaurel.com](mailto:mriculfy@mountlaurel.com)

To be considered, a proposal for the above must be received on or before Thursday, April 17, 2025 at 9:00 a.m. Late responses will not be opened or reviewed. Responses must be fully sealed. The envelope shall be marked with the words "Bid of Office Space," which words shall be at the lower left of the front of the envelope. Proposals can be mailed to 750 Centerton Road, Mount Laurel NJ 08054 or hand-deliver between the hours of 8am and 4pm, Clerk's Office – 2<sup>nd</sup> floor. The said envelope shall be addressed as follows: Meredith Riculfy, Mount Laurel Municipal Clerk, 750 Centerton Road, Mount Laurel, New Jersey 08054.

MEREDITH RICULFY  
MUNICIPAL CLERK

**TOWNSHIP OF MOUNT LAUREL  
LEASE OF TOWNSHIP PROPERTY –  
750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE**

**GENERAL INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS**

**I. SUBMISSION OF BIDS**

- A. The Township of Mount Laurel, Burlington County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the Notice to Bidders and the instruction herein.
- B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the Township, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID ENCLOSED."
- D. The minimum bid is \$500.00 per month. All bids under \$500.00 per month will be immediately disqualified and considered no further.
- E. It is the bidder's responsibility to see that bids are presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- F. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, the bids must remain firm for a period of sixty (60) calendar days.
- G. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form and bid package not required by the specifications, or irregularities of any kind, may be rejected by the Township, in the Township's sole discretion. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the

State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

## **II. INTERPRETATION AND ADDENDA**

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

## **III. LEASE, INSURANCE AND INDEMNIFICATION**

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

### **B. Insurance Requirements**

#### **1. Workers Compensation and Employers Liability Insurance**

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

#### **2. General Liability Insurance.**

The Lessee shall procure and maintain during the life of this lease General Liability insurance of not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

C.      Certificates of Required Insurance

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

D.      Indemnification

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

**IV.      PREPARATION OF BIDS**

A.      The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

**V.      STATUTORY AND OTHER REQUIREMENTS**

A.      Non-Assignment of Lease

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

**VI.      PERIOD OF AWARD**

A.      This lease shall be awarded for a term of two (2) years from May 6, 2025 to May 5, 2027.

**VII.      REJECTION OF BIDS**

A.      Reservation of Rights

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

B.      Multiple Bids Not Allowed

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

C. Failure to Enter Lease

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

D. Tenant Restrictions

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

**VIII. TERMINATION OF LEASE**

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

**IX. GOVERNING LAW**

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

**SPECIFICATIONS  
LEASE OF OFFICE SPACE  
MAY 6, 2025 THROUGH MAY 5, 2027**

1. PURPOSE OF LEASE

- A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from May 6, 2025 through May 5, 2027.
- B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.
- C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.
- D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

2. INTENT TO AWARD

- A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.
- B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

3. TERM OF LEASE

The term of the main lease shall be for a period not to exceed twenty four (24) months, from May 6, 2025 through May 5, 2027.

4. RESPONSIBLE BIDDER QUALIFICATIONS

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will not be accepted.

5. RENTAL PAYMENT, FEES AND CHARGE

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

#### 7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

#### 8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 24 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the fifteenth of every month.
- c. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

#### 9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

#### 10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

#### 11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

**TOWNSHIP OF MOUNT LAUREL**  
**Lease of Township Property**  
**Bid Tabulation Sheet**

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

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

**Monthly Office Rent: MINIMUM BID: \$500 per month**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

**Total Annual Rent: (per Monthly Office Rent times 12 months)**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

**Bid Amount (Total Annual Rent x 2):**

In Words: \_\_\_\_\_

Numerically: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Bid

\_\_\_\_\_  
Date

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Notary Public  
4890-1592-4623, v. 1

**TOWNSHIP OF MOUNT LAUREL  
LEASE OF TOWNSHIP PROPERTY –  
750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE**

**Due: January 24, 2024 at 9am at 750 Centerton Road, Mount Laurel NJ 08054**

**GENERAL INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS**

**I. SUBMISSION OF BIDS**

- A. The Township of Mount Laurel, Burlington County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the Notice to Bidders and the instruction herein.
- B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the Township, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID ENCLOSED."
- D. The minimum bid is \$500.00 per month. All bids under \$500.00 per month will be immediately disqualified and considered no further.
- E. It is the bidder's responsibility to see that bids are presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- F. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, the bids must remain firm for a period of sixty (60) calendar days.
- G. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form and bid package not required by the specifications, or irregularities of any kind, may be rejected by the Township, in the Township's sole discretion. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an

authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

## **II. INTERPRETATION AND ADDENDA**

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

## **III. LEASE, INSURANCE AND INDEMNIFICATION**

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

### **B. Insurance Requirements**

#### **1. Workers Compensation and Employers Liability Insurance**

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

#### **2. General Liability Insurance.**

The Lessee shall procure and maintain during the life of this lease General Liability insurance of

not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

**C. Certificates of Required Insurance**

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

**D. Indemnification**

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

**IV. PREPARATION OF BIDS**

A. The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

**V. STATUTORY AND OTHER REQUIREMENTS**

**A. Non-Assignment of Lease**

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

**VI. PERIOD OF AWARD**

A. This lease shall be awarded for a term of one (1) year from February 1, 2024 to January 31, 2025.

**VII. REJECTION OF BIDS**

**A. Reservation of Rights**

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

**B. Multiple Bids Not Allowed**

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

**C. Failure to Enter Lease**

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

**D. Tenant Restrictions**

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

**VIII. TERMINATION OF LEASE**

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

**IX. GOVERNING LAW**

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

**SPECIFICATIONS  
LEASE OF OFFICE SPACE  
FEBRUARY 1, 2024 THROUGH JANUARY 31, 2025**

**1. PURPOSE OF LEASE**

- A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from February 1, 2024 through January 31, 2025.
- B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.
- C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.
- D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

**2. INTENT TO AWARD**

- A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.
- B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

**3. TERM OF LEASE**

The term of the main lease shall be for a period not to exceed twelve (12) months, from February 1, 2024 to January 31, 2025.

**4. RESPONSIBLE BIDDER QUALIFICATIONS**

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will not be accepted.

**5. RENTAL PAYMENT, FEES AND CHARGE**

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 12 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the first of every month.
- c. No renewals are authorized by this Lease. It is the Township's expectation to offer this lease space on an annual basis until the Township need for the space becomes necessary.
- d. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

**TOWNSHIP OF MOUNT LAUREL**

**Lease of Township Property**

**Bid Tabulation Sheet**

Name: Michael Muller

Corporate Name: Muller Public Strategies, LLC

Address: PO Box 181, Mount Laurel, NJ 08054 / 43 Overlook Dr, Mount Laurel, NJ 08054

Daytime Phone: 609-332-8503

Fax: ---

Email: Muller@mullerpublicstrategiesllc.com

I, Michael Muller, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

**Monthly Office Rent: MINIMUM BID: \$500 per month**

In Words: Five - Hundred dollars

Numerically: \$ 500.<sup>00</sup>

**Total Annual Rent: (per Monthly Office Rent times 12 months)**

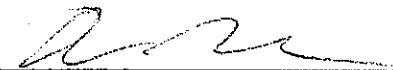
In Words: Six - thousand dollars

Numerically: \$ 6,000.<sup>00</sup>

**Bid Amount (Total Annual Rent x 1):**

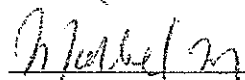
In Words: Six - thousand dollars

Numerically: \$ 6,000.<sup>00</sup>

  
Signature of Person Making Bid

1/22/24  
Date

Sworn before me this 22 day of Jan, 2024

  
Notary Public  
4896-1592-4623, v. 1

Maribel C. Molina  
NOTARY PUBLIC  
State of New Jersey  
ID # 50208057  
My Commission Expires 3/16/2028



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                        |                                                                                                                                                               |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>BIBERK<br>P.O. Box 113247<br>Stamford, CT 06911                            | CONTACT NAME:<br>PHONE (A/C, No, Ext): 844-472-0967<br>E-MAIL ADDRESS: customerservice@biBERK.com<br>FAX (A/C, No): 203-654-3613                              |
| INSURED<br>Muller Public Strategies<br><br>43 Overlook Drive<br>Mount Laurel, NJ 08054 | INSURER(S) AFFORDING COVERAGE<br>INSURER A: Berkshire Hathaway Direct Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |
|                                                                                        | NAIC #<br>10391                                                                                                                                               |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                | ADDL INSD                                                        | SUBR WVD                                            | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                 |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|---------------|-------------------------|-------------------------|----------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                                               |                                                                  |                                                     | N98P525477    | 01/23/2024              | 01/23/2025              | EACH OCCURRENCE \$ 300,000             |
|          |                                                                                                                                                                                                                                                  |                                                                  | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 |               |                         |                         |                                        |
|          |                                                                                                                                                                                                                                                  |                                                                  | MED EXP (Any one person) \$ 5,000                   |               |                         |                         |                                        |
|          |                                                                                                                                                                                                                                                  |                                                                  | PERSONAL & ADV INJURY \$ Included                   |               |                         |                         |                                        |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER:                                                               |                                                                  |                                                     |               |                         |                         | GENERAL AGGREGATE \$ 600,000           |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | PRODUCTS - COMPIOP AGG \$ 600,000      |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY |                                                                  |                                                     |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | BODILY INJURY (Per person) \$          |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | BODILY INJURY (Per accident) \$        |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | PROPERTY DAMAGE (Per accident) \$      |
|          | UMBRELLA LIAB<br>EXCESS LIAB                                                                                                                                                                                                                     |                                                                  |                                                     |               |                         |                         | EACH OCCURRENCE \$                     |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | AGGREGATE \$                           |
|          | DED RETENTION \$                                                                                                                                                                                                                                 |                                                                  |                                                     |               |                         |                         | \$                                     |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                           | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | N/A                                                 |               |                         |                         | PER STATUTE OTH-ER                     |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | E L EACH ACCIDENT \$                   |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | E L DISEASE - EA EMPLOYEE \$           |
|          |                                                                                                                                                                                                                                                  |                                                                  |                                                     |               |                         |                         | E L DISEASE - POLICY LIMIT \$          |
|          | Professional Liability (Errors & Omissions): Claims-Made                                                                                                                                                                                         |                                                                  |                                                     |               |                         |                         | Per Occurrence/<br>Aggregate           |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Muller Public Strategies  
43 Overlook Drive  
Mount Laurel, NJ 08054-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*[Signature]*



# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
01/22/2024

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|                                                                                               |  |                                                                                                                                                                           |  |
|-----------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br><br>BIBERK<br>P.O. Box 113247<br>Stamford, CT 06911                        |  | <b>CONTACT NAME:</b><br>PHONE (A/C, No. Ext): (844) 472-0967<br>FAX (A/C, No): (203) 654-3613<br>E-MAIL: salessupport@biberk.com<br>ADDRESS:<br>PRODUCER:<br>CUSTOMER ID: |  |
| <b>INSURED</b><br><br>Muller Public Strategies<br>43 Overlook Drive<br>Mount Laurel, NJ 08054 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Berkshire Hathaway Direct Insurance Compai<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:       |  |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Location: 43 Overlook Drive Mount Laurel, NJ 08054  
Bldg #001: Public Relations (Office) - 6517107

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                        | POLICY NUMBER  | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | COVERED PROPERTY  | LIMITS |
|----------|------------------------------------------|----------------|------------------------------------|-------------------------------------|-------------------|--------|
| X        | PROPERTY                                 | N9BP525477     | 01/23/2024                         | 01/23/2025                          | BUILDING          | \$ 0   |
|          | CAUSES OF LOSS                           |                |                                    |                                     | PERSONAL PROPERTY | \$ 0   |
|          | BASIC                                    |                |                                    |                                     | BUSINESS INCOME   | \$ *   |
|          | BROAD                                    |                |                                    |                                     | EXTRA EXPENSE     | \$ *   |
| X        | SPECIAL                                  |                |                                    |                                     | RENTAL VALUE      | \$     |
|          | EARTHQUAKE                               |                |                                    |                                     | BLANKET BUILDING  | \$ n/a |
|          | WIND                                     |                |                                    |                                     | BLANKET PERS PROP | \$ n/a |
|          | FLOOD                                    |                |                                    |                                     | BLANKET BLDG & PP | \$ n/a |
|          |                                          |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |
|          | INLAND MARINE                            | TYPE OF POLICY |                                    |                                     |                   | \$     |
|          | CAUSES OF LOSS                           | POLICY NUMBER  |                                    |                                     |                   | \$     |
|          | NAMED PERILS                             |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |
|          | CRIME                                    |                |                                    |                                     |                   | \$     |
|          | TYPE OF POLICY                           |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |
|          | BOILER & MACHINERY / EQUIPMENT BREAKDOWN |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |
|          |                                          |                |                                    |                                     |                   | \$     |

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\* ALS up to 12 months.

## CERTIFICATE HOLDER

## CANCELLATION

Muller Public Strategies  
43 Overlook Drive  
Mount Laurel, NJ 08054-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Rated. Giff*

## NOTICE OF BID FOR OFFICE SPACE

Please be advised that the Township of Mount Laurel will accept bids for office space.

To obtain bid specifications please contact the office of the Municipal Clerk, Meredith Riculfy at 856-234-0001, ext. 1233 or mriculfy@mountlaurel.com

To be considered, a proposal for the above must be received on or before Thursday, April 17, 2025 at 9:00 a.m. Late responses will not be opened or reviewed. Responses must be fully sealed. The envelope shall be marked with the words "Bid of Office Space," which words shall be at the lower left of the front of the envelope. Proposals can be mailed to 750 Centerton Road, Mount Laurel NJ 08054 or hand-deliver between the hours of 8am and 4pm, Clerk's Office – 2<sup>nd</sup> floor. The said envelope shall be addressed as follows: Meredith Riculfy, Mount Laurel Municipal Clerk, 750 Centerton Road, Mount Laurel, New Jersey 08054.

MEREDITH RICULFY  
MUNICIPAL CLERK

### TOWNSHIP OF MOUNT LAUREL LEASE OF TOWNSHIP PROPERTY – 750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE

#### GENERAL INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS

##### **I. SUBMISSION OF BIDS**

- A. The Township of Mount Laurel, Burlington County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the Notice to Bidders and the instruction herein.
- B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the Township, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID ENCLOSED."
- D. The minimum bid is \$500.00 per month. All bids under \$500.00 per month will be immediately disqualified and considered no further.
- E. It is the bidder's responsibility to see that bids are presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- F. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, the bids must remain firm for a period of sixty (60) calendar days.
- G. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form and bid package not required by the specifications, or irregularities of any kind,

may be rejected by the Township, in the Township's sole discretion. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.

H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

## **II. INTERPRETATION AND ADDENDA**

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

## **III. LEASE, INSURANCE AND INDEMNIFICATION**

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

### **B. Insurance Requirements**

#### **1. Workers Compensation and Employers Liability Insurance**

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

#### **2. General Liability Insurance.**

The Lessee shall procure and maintain during the life of this lease General Liability insurance of not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

### **C. Certificates of Required Insurance**

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

**D. Indemnification**

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

**IV. PREPARATION OF BIDS**

A. The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

**V. STATUTORY AND OTHER REQUIREMENTS**

**A. Non-Assignment of Lease**

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

**VI. PERIOD OF AWARD**

A. This lease shall be awarded for a term of two (2) years from May 6, 2025 to May 5, 2027.

**VII. REJECTION OF BIDS**

**A. Reservation of Rights**

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

**B. Multiple Bids Not Allowed**

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

**C. Failure to Enter Lease**

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

**D. Tenant Restrictions**

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

## **VIII. TERMINATION OF LEASE**

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

## **IX. GOVERNING LAW**

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

### **SPECIFICATIONS LEASE OF OFFICE SPACE MAY 6, 2025 THROUGH MAY 5, 2027**

#### **1. PURPOSE OF LEASE**

A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from May 6, 2025 through May 5, 2027.

B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.

C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.

D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

#### **2. INTENT TO AWARD**

A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.

B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

#### **3. TERM OF LEASE**

The term of the main lease shall be for a period not to exceed twenty four (24) months, from May 6, 2025 through May 5, 2027.

#### **4. RESPONSIBLE BIDDER QUALIFICATIONS**

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will

not be accepted.

5. RENTAL PAYMENT, FEES AND CHARGE

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 24 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the fifteenth of every month.
- c. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

**TOWNSHIP OF MOUNT LAUREL**  
**Lease of Township Property**  
**Bid Tabulation Sheet**

Name: Michael Muller

Corporate Name: Muller Public Strategies  
Address: 43 Overlook Drive, Mount Laurel, NJ 08054  
Daytime Phone: 609-332-8503  
Fax:   
Email: muller@mullerpublicstrategiesllc.com

I, Michael Muller, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

Monthly Office Rent: MINIMUM BID: \$500 per month

In Words: Five hundred + 00/100 —

Numerically: \$ 500.00

Total Annual Rent: (per Monthly Office Rent times 12 months)

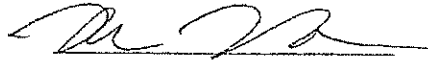
In Words: Six thousand + 00/100 —

Numerically: \$ 6,000.<sup>00</sup>

Bid Amount (Total Annual Rent x 2):

In Words: Twelve - thousand & 9/100

Numerically: \$ 12,000.<sup>00</sup>

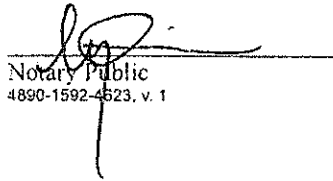


Signature of Person Making Bid

4/15/25

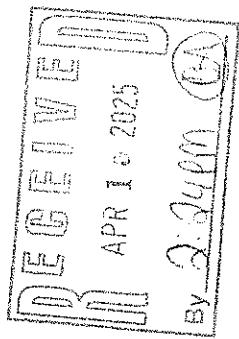
Date

Sworn before me this 15 day of April, 2025



Notary Public  
4890-1592-4623, v. 1

MICHAEL QUINN  
Commission # 50207110  
Notary Public, State of New Jersey  
My Commission Expires  
February 22, 2028



TOWNSHIP OF MOUNT LAUREL

LEASE OF TOWNSHIP PROPERTY

750 CENTERTON ROAD

2ND FLOOR OFFICE SPACE

BID OF OFFICE SPACE

Meredith Riculffy, Mount Laurel Municipal Clerk

Township of Mount Laurel

750 Centerton Road

Mount Laurel, NJ 08054

Bid of Office Space



**TOWNSHIP COUNCIL  
MOUNT LAUREL MUNICIPAL CENTER**

Distribution \_\_\_\_\_

Resolution No. 24-R-70

REGULAR MEETING

FEBRUARY 5, 2024

**AWARD BID FOR LEASE OF TOWNSHIP PROPERTY –  
750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE**

**WHEREAS**, the Township advertised for bids to be received on January 24, 2024 at 9:00 a.m. prevailing time for Lease of Township Property – 750 Centerton Road, 2<sup>nd</sup> Floor Office Space; and

**WHEREAS**, one bid was received and duly opened and read by the Township Purchasing Agent as follows:

| Company Name/Address                                                  | Monthly Office Rent Amount | Total Annual Rent Amount |
|-----------------------------------------------------------------------|----------------------------|--------------------------|
| Muller Public Strategies, LLC<br>PO Box 181<br>Mount Laurel, NJ 08054 | \$500.00                   | \$6,000.00               |

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Mount Laurel, County of Burlington State of New Jersey, that the bid for Lease of Township Property – 750 Centerton Road, 2<sup>nd</sup> Floor Office Space is hereby awarded to Muller Public Strategies, LLC, PO Box 181, Mount Laurel, NJ 08054 in accordance with the proposal of the bidder and specifications of the Township.

This resolution was adopted at a meeting of the Township Council held on February 5, 2024 and shall take effect immediately.

A CERTIFIED COPY

*Meredith Riculfy*  
Meredith Riculfy, Municipal Clerk

|           | MOTION | AYE | NAY | ABSTAINED | ABSENT | TRANSMITTED |
|-----------|--------|-----|-----|-----------|--------|-------------|
| Cohen     |        | /   |     |           |        |             |
| Janjua    |        | /   |     |           |        |             |
| Moustakas |        | /   |     |           |        |             |
| Pritchett |        | /   |     |           |        |             |
| Steglik   | /      | /   |     |           |        |             |



**TOWNSHIP COUNCIL  
MOUNT LAUREL MUNICIPAL CENTER**

Distribution \_\_\_\_\_

Resolution No. 25-R-118

REGULAR MEETING

MAY 5, 2025

**AWARD BID FOR LEASE OF TOWNSHIP PROPERTY –  
750 CENTERTON ROAD, 2<sup>ND</sup> FLOOR OFFICE SPACE**

**WHEREAS**, the Township advertised for bids to be received on April 17, 2025 at 9:00 a.m. prevailing time for Lease of Township Property – 750 Centerton Road, 2<sup>nd</sup> Floor Office Space; and

**WHEREAS**, one bid was received and duly opened and read by the Township Purchasing Agent as follows:

| Company Name/Address                                    | Monthly Office Rent Amount | Total Annual Rent Amount |
|---------------------------------------------------------|----------------------------|--------------------------|
| Muller Public Strategies, LLC<br>Mount Laurel, NJ 08054 | \$500.00                   | \$6,000.00               |

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Mount Laurel, County of Burlington, State of New Jersey, that the bid for Lease of Township Property – 750 Centerton Road, 2<sup>nd</sup> Floor Office Space is hereby awarded to Muller Public Strategies, LLC, Mount Laurel, NJ 08054 in accordance with the proposal of the bidder and specifications of the Township.

This resolution was adopted at a meeting of the Township Council held on May 5, 2025 and shall take effect immediately.

A CERTIFIED COPY

*Meredith Riculfy*  
Meredith Riculfy, Municipal Clerk

|                | MOTION | AYE | NAY | ABSTAINED | ABSENT | TRANSMITTED |
|----------------|--------|-----|-----|-----------|--------|-------------|
| Catalan-Culnan | 2      | ✓   |     |           |        |             |
| Janjua         |        | ✓   |     |           |        |             |
| Moustakas      |        | ✓   |     |           |        |             |
| Pritchett      | 1      | ✓   |     |           |        |             |
| Steglik        |        | ✓   |     |           |        |             |