

REQUEST FOR PROPOSALS OF
QUALIFICATIONS FOR
Outside Legal Services for the 2020
Calendar Year

	(X) Please indicate the services RFPQ submission applies to:
1	Borough Attorney
2	Labor/Employment Counsel
3	Appellate Practice (Federal, Superior Court, Civil Appeals)
4	✓ Board of Health Counsel
5	Rent Control Board Counsel
6	Bond Counsel
7	Prosecutor
8	Public Defender
9	Redevelopment Counsel
10	Planning Board Attorney
11	Zoning Board Attorney
12	Special Counsel
13	Tax Appeals
14	Alternate Prosecutor
15	Alternate Public Defender
16	Alternate Borough Counsel
17	Conflicts Counsel
18	Special Litigation Counsel
19	Council on Affordable Housing Counsel
20	Hearing Officer
21	Affordable Housing Attorney
22	Special Investigation Counsel
23	Human Resources Investigation Counsel
24	
25	
26	
27	
28	
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RESUME
Executive Summary

Jon D. Sontz, Esq.

78 Roehrs Drive
Wallington, New Jersey 07057
201-507-2900
Fax: 201-507-5575
Cell: 201-981-6035
Email: jds@sontz.net

SUMMARY OF QUALIFICATIONS:

- Wallington Rent Leveling Board Attorney 1993-1995, 2007-2014;
2016-2018**
- Wallington Alternate Prosecutor 2010-2014; 2016-2018**
- Wallington Board of Health Attorney 2017-2019**
- Member of the New Jersey Bar 1988**
- Law Clerk, Essex County Chancery Court to the Honorable Murray G.
Simon, P.J.Ch. 1988-1989**
- Member of the Brennan Inn of Court, Bergen County with Judge
Napolitano, J.S.C. 1995**
- Member of the Hudson – Bergen Inn of Transaction Counsel 2008-
Present, Named Trustee 2019**
- Owner of the Law Firm of Jon D. Sontz, Esq., in Wallington since
1989 - a 100% owned sole proprietorship for over 30 years.**

EDUCATION

City College of New York, B.S. Degree-Mathematics 1975.

City College of New York, Masters Degree: Mathematics-Education 1977.

**Montclair State College, Courses in Computer Programming Masters
Program 1982-84 (20 credit hours)**

**Jersey City University, Administration courses leading to Educator's
Supervisors Certificate 1995**

PROFESSIONAL ACKNOWLEDGMENT AND MEMBERSHIPS

- Listed in the acknowledgements section of *The Home Buyer's Playbook* (2013) by Sal DeStefano
- Listed in the acknowledgements section of *Teaching Secondary School Mathematics: Techniques and Enrichment Units*, 6th Edition (2002) by Alfred S. Posamentier and Jay Stepelman - Merrill/Prentice
- Listed in the acknowledgements section of *The Methusal Gene*, 1st Edition (2001) by Salvatore A. DeStefano

ADDITIONAL PROFESSIONAL EXPERIENCE

Passaic High School Mathematics/Computer Science Teacher 1979-2013

Supplemental Submission as required by RFQ 20-001

Federal EIN is social security number: *-**-9995**

2.1 Costs:

The hourly rate of \$95.00 per hour is set forth in the proposed retainer attached.

3.2

4. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFPQ and the name of the key contact person. **See above**
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure. The number of years your organization has been operating and in business under the present name. **Sole Proprietorship by Jon D. Sontz, for over 30 years.**
6. The number of years the business organization has been under the current management personnel. **30 years.**
7. Any judgments within the last three years in

which Respondent has been adjudicated liable for professional malpractice. If yes, please explain. **None.**

8. Whether the business organization is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain. **None.**
9. Confirm appropriate federal and state licenses to perform activities. **I hereby confirm NJ State and Federal Licenses are extant and in good standing.**
10. Respondents must also submit a New Jersey Business Registration Certificate (pursuant to N.J.S.A. 54A:7-1.2), a Stockholder Disclosure **See Attached.**

3.3 Professional Information Requirements

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a) Description and scope of work by Respondent

BOARD OF HEALTH

Respondent has performed the duties of the Board of Health Attorney including:

- Draft procedures for processing applications for restricted handicap parking spaces by the citizen applicants of the Borough;**
- implementing "forms" for applicants before the board;**
- proposing to the Borough Counsel various ordinance changes;**
- attending meetings and advising the Board.**

Name, address and contact information of at least three references

-References include the Borough Counsel persons including all Liaisons to the Board and the Board of Health Members of the Borough of Wallington and Court personnel.

Address: Borough of Wallington, Civic Center, Wallington, N.J. 07057

- b) Explanation of perceived relevance of the experience to the RFQ.

The work described above is the exact work of the respective position.

2. Describe the services that Respondent would perform directly.

Respondent would perform all services directly

3. Resumes of key employees (see specific requirements in Section 2 above).

None

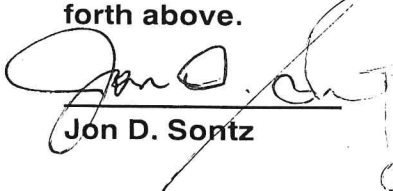
4. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

None

5. Provide a statement that the Respondent has and will maintain during the period of engagement malpractice insurance in at least \$100,000.00.

Respondent has been and is insured from practice inception for malpractice in amount greater than set forth herein.

I, Jon D. Sontz, Esq., acknowledge the information provided herein set forth above.


Jon D. Sontz 12/06/19

Jon D. Sontz
Attorney at Law
78 Roehrs Drive
Wallington, New Jersey 07057
201-5072900
Fax 201 507-5575
Email jds@sontz.net

December 6, 2019

APPENDIX A LETTER OF INTENT

Respondents Federal EIN:***-**-9995

*Borough of Wallington
24 Union Boulevard
Wallington, NJ 07057
Attn: Hector Olmo, Borough Administrator Re: Outside Legal Services for the 2020 Calendar Year}*

Dear Mr. Olmo:

The undersigned, as Respondent, has submitted the attached Proposal of Qualification Statement in response to a Request for Proposal of Qualifications (RFQ), issued by the Borough of Wallington ("Borough"), dated POSTED NOVEMBER 26, 2019 AND RETURNABLE DECEMBER 20, 2019], in connection with the services set forth above.

Jon D. Sontz, Esq., HEREBY STATES:

- 1. The Qualification Statement contains accurate, factual and complete information. We affirm that the contents of our Proposal of Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of the undersigned Respondent.*
- 2. The undersigned Respondent is interested in being invited to respond to the Borough of Wallington request for Proposals of Qualifications (RFQ). It is the intent of Respondent, to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Mayor and Council of the Borough of Wallington.*
- 3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough of Wallington Procurement schedule.*
- 4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the Proposal of Qualification statement submitted in response to the RFO., or any negotiation which results therefrom shall be borne exclusively by the Respondent.*

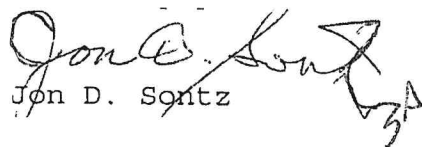
5. *The undersigned Respondent hereby declares that the only persons participating in this Proposal of Qualification Statements as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal of Qualification Statement or in any contract to be entered with respect thereto. Additional person may subsequently be including as participating principals, but only if acceptable to the Borough of Wallington. The undersigned Respondent further declares that this Proposal of Qualification Statement is made without connection with any other person, firm or parties who has submitted a Proposal of Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.*

6. *The undersigned Respondent acknowledge and agrees that the Borough of Wallington may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough of Wallington shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.*

7. *The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar Jaws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable Jaws.*

8. *The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Proposal of Qualification Statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.*

[Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.]


Jon D. Sontz

(Signature of Chief Executive
Officer) (Typed name and
Title)TY.Qed name and Firm Date

{If a joint venture, partnership or other formal organization is submitting a Proposal of Qualification Statement, each participant shall execute this Letter of Intent.)

APPENDIX B

CERTIFICATIONS

In addition to responding to the foregoing items, the undersigned Respondent certifies that:

A. The firm's participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

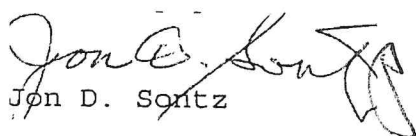
B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm's ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the Borough of Wallington, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the Borough of Wallington.

Firm: Law Office of Jon D. Sontz

By:


Jon D. Sontz

Attorney

December 6, 2019

OWNERSHIP DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

Name of Business Law Office of Jon D. Sontz

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. However if a parent entity holding 10% or more is a publicly traded entity, then the respondent in complying with N.J.S.A. 52:25-24.2 may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent.

OR

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

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☒ Sole Proprietorship ☐ Limited Partnership
☐ Limited Liability Corporation ☐ Limited Liability Partnership ☐ Other

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

Stockholders:

Name: N/A

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this 6 day of

December, 2019

Kay V. Sontz
(Notary Public)

My Commission expires: April 6, 2024

(Corporate Seal)

Jon D. Sontz
(Affiant)

Kay V. Sontz
(Print name & title of affiant)

KAY V. SONTZ
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES APRIL 6, 2024

DISCLOSURE STATEMENT

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Wallington officer or employee or whether an immediate family member is a Wallington officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

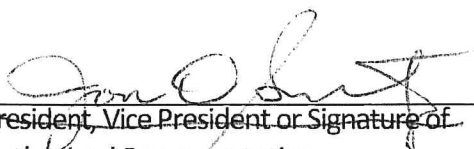
Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Borough of Wallington

NO

✓

YES


* President, Vice President or Signature of
Authorized Representative

Jon D. Sontz
Print Name

Attorney
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of the Borough Administrator, 24 Union Boulevard, Wallington, NJ 07057. (Attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL MAY RESULT IN REJECTION OF THIS PROPOSAL.**

Disclosure of Investment Activities in IRAN

BID/RFP/Solicitation Number: 20-001

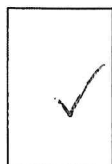
Bidder/Offeror: Wallingford

Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

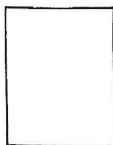
PLEASE CHECK THE APPROPRIATE BOX:



I certify, pursuant to Public Law 012. c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran

pursuant to P.L. 2012. c. 25 ("Chapter 25 List"). I further certify that I am the person listed above. or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



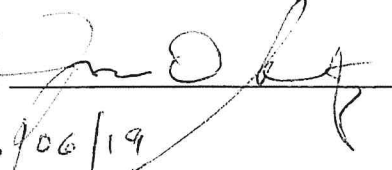
I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: (Print): Jon D. SOWTZ

Signature: 

Title:

Date: 12/06/19



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: SONTZ,JON D
Trade Name:
Address: 78 ROEHRS DR
WALLINGTON, NJ 07057-2115
Certificate Number: 0919500
Effective Date: September 01, 1989
Date of Issuance: December 06, 2019

For Office Use Only:
20191206113728497

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION II, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302inv.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 	2. TYPE OF BUSINESS ☐ 1. MFG ☒ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY 0
4. COMPANY NAME Law Office of Jon D. Sontz		
5. STREET 78 Roehrs Drive	CITY Wallington	COUNTY Bergen
	STATE NJ	ZIP CODE 07057
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) None		
7. CHECK ONE: IS THE COMPANY: ☒ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT 0		
10. PUBLIC AGENCY AWARDING CONTRACT		
Borough of Wallington	Wallington	Bergen NJ 07057
Official Use Only	DATE RECEIVED	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT AN EEO-1 REPORT.

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	
Office & Clerical	0	0	0	0	0	0	0	00	0	0	0	0	0	
Craftworkers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total employment from previous Report (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													
	0	0	0	0	0	0	0	0	0	0	0	0	0	

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION II OBTAINED
☐ 1. Visual Survey ☒ 2. Employment Record ☐ 3. Other (Specify)

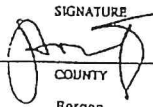
14. IS THIS THE FIRST Employee Information Report Submitted?

15. IF NO, DATE LAST REPORT SUBMITTED
NO. DAY YEAR

13. DATES OF PAYROLL PERIOD USED
From: 1989 To: present

1. YES ☒ 2. NO ☐

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Jon D. Sontz	SIGNATURE 	TITLE Attorney	DATE MO DAY YEAR 12 01 2018
17. ADDRESS NO. & STREET 78 Roehrs Drive	CITY Wallington	COUNTY Bergen	STATE NJ
		ZIP CODE 07057	PHONE (AREA CODE, NO., EXTENSION) 201 - 507 - 2900

RETAINER AGREEMENT
BOARD OF HEALTH

THIS AGREEMENT, dated _____
is made BETWEEN the attorney:

Name and address of attorney: Jon D. Sontz
 Attorney at Law
 78 Roehrs Drive
 Wallington, N.J. 07057
 201-507-2900
 Telefax (201) 507-5575
 Email: jds@sontz.net

referred to as the "Law Firm
AND

Name and address of client: Wallington Borough
 Municipal Building
 24 Union Blvd.
 Wallington, NJ 07057

referred to as "You"

You require the services of counsel for the following purposes:
Purposes for which the attorney is employed. Wallington Board of
Health Attorney.

If you enter into this agreement an attorney-client relationship is
created for the purposes stated in this agreement.

The Duration of the engagement is from January 1, 2020, until December
31, 2020, unless canceled earlier by the Borough at their sole and
absolute discretion.

You agree to compensate the Law Firm as follows:
The Amount of compensation and manner of fixing and paying shall be
\$95.00 per hour.

Costs and expenses are to be borne by the client. Costs include
postage, overnight delivery, newspaper fees, experts such as Borough
Building Inspector, REHS, Fire, etc. Generally, you will bear all
costs to complete the engagement.

The client will be advised whether it is in the best interest of the
client to employ assistant counsel, investigators, and experts. The
client shall determine whether and whom shall be employed and the
client shall enter into an agreement directly with the provider of

service and bear the cost of their fees. The client shall provide and pay for attorney coverage due to illness.

Litigation services are not included. Should any civil action be brought as a result of any action or inaction of the Board for review by a court of competent jurisdiction, or for any other reason, the client and the Law Firm may but are not obligated to enter into a new retainer agreement for the rendering of litigation services.

Signatures. You and the Law Firm have read and agree to this Agreement. The Law Firm has provided this agreement for your review and review by Borough Counsel and the Law Firm is anticipated to answer all of your questions and fully explain this Agreement to your complete satisfaction. You have been given a copy of this Agreement.

Law Firm:

By _____
Jon D. Sontz

For the Borough of Wallington

Print Name:

Resolution of the Borough Council was duly passed on
