



Cherie Lee Adams
Derlys Maria Gutierrez
Perry L. Lattiboudere
Sandro Polledri
John E. Croot, Jr.

Adam S. Herman
Andrew B. Brown
Audra A. Pondish
Leslie F. Prentice

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June 5, 2020

VIA OVERNIGHT MAIL

Mr. Patrick S. DeGeorge
School Business Administrator
Lacey Township School District Board of Education
200 Western Boulevard
Lanoka Harbor, New Jersey 08734

Re: Request for Proposals for Board Attorney: RFP 21-02

Dear Mr. DeGeorge:

On behalf of Adams Gutierrez & Lattiboudere, LLC, ("AG&L"), I am pleased to submit this response to the Edison Township Board of Education's ("Board") Request for Proposals for Board Attorney. We are confident that a review of our firm's experience and credentials will demonstrate that AG&L is highly qualified to represent the Board in any or all of the specified areas of education law.

We believe in the importance of maintaining a close, personal relationship with each client, such that one attorney will be primarily responsible for each client. As such, I will be pleased to be the primary contact person for the Board, with support from the other members of our firm. Since my partner, Derlys M. Gutierrez, Esq., has particular expertise in labor relations and matters of negotiation, she will be available to take primary responsibility to represent the Board in its needs for Labor Relations Services.

Education lawyers have the privilege of serving on the leadership team of organizations with a constitutional mandate to help children learn. By serving with integrity, we earn the trust of our clients and enjoy the fruits of a respected reputation.

A review of the enclosed attorney profiles will demonstrate that the partners of this firm are experienced school board attorneys. While we are labor and employment counsel to several municipalities and to some small companies, our primary area of focus is representing public schools. We do not represent individuals as plaintiffs in any type of litigation. We also do not

represent any unions or employee associations. The combined experience of the partners who routinely represent boards of education as general counsel totals more than 150 years.

A unique feature of the firm's membership is the fact that we have all served in various capacities in school settings that allow us to relate completely to our board of education clients. Our members have served as teachers, administrators, board members and in-house counsel and would bring these meaningful perspectives to our service to the Board. Derlys M. Gutierrez served as Director of Human Resources for the Passaic Public Schools for ten years. Perry L. Lattiboudere was General Counsel to the Newark Public Schools for seven years. I have been a board member in my home district in Monmouth County for almost twenty years, and served as Board President for many of those years.

Ms. Gutierrez, Mr. Lattiboudere and I are very active in the educational law community. We have each served as President of the New Jersey Association of School Attorneys. Every year each of us, and our partners John Croot, Andy Brown and Adam Herman, present on education law topics at the New Jersey School Boards Association conference. We routinely present at county school board conferences and workshops throughout the year. Ms. Gutierrez and I have presented at the Public Employment Relations Commission conference on topics affecting collective negotiations and labor issues affecting school districts. Additionally, I am a frequent lecturer and presenter at numerous conferences involving special education.

AG&L embraces a client-centered approach with an emphasis on counseling and training that will assist in developing a creative and preventive approach to legal issues. We ensure that our clients have policies, procedures and training necessary to address the wide variety of legal issues that arise in the education setting. Our meaningful professional client relationships and round the clock access allow timely intervention and resolution of legal matters.

General Counsel Services

In this capacity AG&L would provide counsel to the Board at Board and Committee meetings as needed. In addition, AG&L would provide timely legal advice regarding actual and perceived conflicts and training on the School Ethics Act to the Board, administrators and staff.

AG&L members are familiar with and can assist the Board leadership in knowing how to respond to the myriad legal and public policy issues which surface at public Board meetings and in the context of the Open Public Meetings Act.

AG&L has expertise in all areas of the law involving students. We have extensive experience advising public school districts regarding student discipline, HIB and residency matters. We routinely represent our boards at long term suspension and residency hearings. If and when parents appeal, we represent the district in the hearing before an Administrative Law Judge and proceedings before the Commissioner of Education.

With respect to day to day administrative matters, we have a terrific record of providing advice in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and contract disputes. We routinely address legal concerns raised in connection with bidding protocols, competitive contracting, intergovernmental service agreements and process inquiries related to bid bonds and certified checks. AG&L has handled numerous capital construction, leasing and contracting matters for public school districts in New Jersey. We have also proven our ability to successfully litigate bid process challenges and construction claim disputes brought by vendors.

We also routinely advise our districts with respect to compliance with the Open Public Records Act ("OPRA"). We have extensive experience in responding to OPRA requests, responding to challenges to non-disclosure, and successfully representing our school boards before the Government Records Council, the Office of Administrative Law and Superior Court regarding OPRA and the common law right to know.

Special Education Services

In the area of special education, AG&L has handled thousands of issues both in a counseling role and in the defense of litigation on behalf of school districts in administrative forums and the federal courts. We also provide training and seminars relating to special education on a state and national level. The firm represents only school districts in the area of special

education and does not provide any representation to parents, guardians or surrogates of children with special needs.

Our attorneys are experienced in counseling clients and working with child study teams and their supervisors to develop IEPs designed to withstand legal challenge. We provide training in techniques designed to minimize legal exposure and to keep clients current on the state of the law. We become involved, as needed, in all phases of mediation and due process to assure the district's interests are protected.

AG&L embraces a client-centered approach in the special education area with an emphasis on counseling and training that will assist in developing a creative and preventive approach to legal issues. We ensure that our clients have policies, procedures and training necessary to address the wide variety of legal issues that arise in the education setting. Our meaningful professional client relationships and round the clock access allow timely intervention and resolution of legal matters.

Labor Relations Services

AG&L provides comprehensive labor and employment law services to its clients. We consider the defense of labor and employment claims to be a strength of our firm and our record of success in handling these types of cases is second to none.

AG&L routinely offers advice to public school clients on all types of personnel and human resources issues, labor relations, negotiations, disciplinary matters and employment-related litigation. We provide assistance with respect to employee grievances and arbitrations. AG&L has extensive experience successfully representing districts in tenure charge proceedings, both in matters of unbecoming conduct as well as inefficiency. We also have guided districts through staff reduction initiatives.

AG&L provides training for administrators and staff in all areas related to school law and employment, including workplace discrimination; affirmative action; proper documentation of staff issues; and proper procedures for corrective action plans and progressive discipline, among others. We believe that solid, comprehensive training, appropriate counselling and careful

handling of these matters leads to fewer legal challenges and a reduction in costs and administrative time.

In representing management exclusively, the Firm has also negotiated across the State of New Jersey with all types of public sector unions representing teachers, support staff, and administrators. With our municipal clients, we have negotiated with support staff, police, and fire collective bargaining units. We have vast experience in handling all types of grievances from the first step through the arbitration process, including challenges to arbitration decisions in Superior Court.

The AG&L process in preparing for negotiations includes a thorough review of the existing collective bargaining agreement and an understanding from management of any concern with specific terms during the current and previous agreements. We routinely work with the Labor Relations Department of the New Jersey School Boards Association in an effort to reduce costs to the District in the review and analysis of the collective bargaining agreement. We believe that management rights should be preserved, and we will aggressively litigate to defend an employer's authority to implement reasonable rules and regulations.

Litigation

As part of our representation, attorneys from the firm frequently appear in the Superior Court of New Jersey, U.S. District Court, and the Third Circuit Court of Appeals. We practice before agencies such as the Public Employment Relations Commission, Office of Administrative Law, N.J. Division on Civil Rights, the N.J. Department of Labor, the N.J. Department of Personnel, the Equal Employment Opportunity Commission and other administrative forums. If legal actions are filed, our clients will benefit from the experience our members have in aggressively litigating matters from inception to conclusion in state and federal courts as well as national and state agencies.

We have extensive experience working with insurance carriers that defend our school board clients, as well as litigating cases that are assigned to our firm as insurance defense counsel.

AG&L, A Diverse, Award-Winning Firm

AG&L is a minority and women-owned law firm certified by the Department of Treasury, Division of Minority and Women Business development under the Small Business Set-Aside Act and Women and Minority Certification Program on July 29, 2009. Our certification from the State of New Jersey confirms that we meet the criteria established by *N.J.A.C. 17:46*. Aside from diversity in our ownership, we consistently recruit and employ highly qualified legal and support staff from the communities in which we work.

AG&L is comprised of attorneys from all walks of life. The owners of this firm have ensured that our staff reflects our strong belief in quality and diversity. Our attorneys are also supported by a diverse group of paralegals and support staff.

Our successful effort to combine a high-quality law practice with a commitment to a diverse work force is recognized at a State-wide level. On March 25, 2014, AG&L was honored with the Private Sector law firm award at the New Jersey Women Lawyers Association annual platinum gala. AG&L was honored for its groundbreaking philosophy, distinctive business model and commitment to women in the profession as well as our community outreach and advocacy for women and minorities.

In addition, on October 26, 2017, I was personally honored to receive the New Jersey Association of School Attorneys Distinguished Service Award, which is given in recognition of accomplishments in the field and service to the school law community, boards of education and the students of New Jersey.

Fee Proposal

Ultimately, AG&L offers long-term relationships with its Board of Education clients. Our goal is to earn a Board of Education's trust that we are looking after its legal interests in a manner that recognizes that at all times, resources must be devoted primarily to student learning.

Our proposed fee structure for legal services is simply \$170 per hour for all attorneys and \$95 per hour for paralegals and law clerks. Should the Board desire to discuss an alternative fee structure, we are open to suggestions and are willing to discuss a variety of arrangements.

Mr. Patrick S. DeGeorge
School Business Administrator
Lacey Township School District Board of Education
June 4, 2020
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References and Attorney Profiles

We have enclosed a list of our school board clients so that you can have an idea of the extent of our education law practice. As requested, we have also enclosed a list of references. We urge you to contact any or all of our clients to discuss our qualifications and our delivery of prompt efficient legal services.

Also enclosed with this letter is a copy of the profiles of the members of our firm so that you can have a better understanding of our legal experience. All of our attorneys are licensed to practice law in the State of New Jersey.

Please note that none of our employees have immediate relatives who are employees of the Edison Board of Education. Neither the firm nor any of its attorneys has ever been prohibited from working with public entities in the State of New Jersey.

We affirm that none of our attorneys is included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List of the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List—Excluded Parties List System.

Thank you for this exciting opportunity to represent the legal interests of the Lacey Township School District. On behalf of Adams Gutierrez & Lattiboudere, we look forward to discussing this matter further with you and the Board.

Very truly yours,



CHERIE L. ADAMS, ESQ.

CLA/rw

Enclosures

CHERIE L. ADAMS, ESQ.



A founding member of Adams Gutierrez & Lattiboudere, LLC, Cherie L. Adams has over thirty-two years of legal experience devoted to the representation of management in education and labor and employment matters. Prior to starting the AG&L firm, Ms. Adams was with Sills Cummis & Gross, one of New Jersey's largest firms, for over 15 years.

Ms. Adams provides counseling to clients on a variety of education and employment-related matters, including special education, residency issues, employee evaluations, student and employee discipline, the development of employment agreements, policy development and implementation, internal grievance and complaint mechanisms, contract administration and employee rights and responsibilities. Additionally, she handles all types of education litigation and employment litigation and defends against claims on behalf of public and private entities. Ms. Adams regularly represents clients in administrative proceedings, state and federal trial court and appellate litigation.

In 2017, Ms. Adams was given the Distinguished Service Award by the New Jersey Association of School Attorneys in recognition of her service to the school law community, boards of education and the students of New Jersey.

In addition, Martindale-Hubbell has given Ms. Adams the highest AV Preeminent rating for over 15 years. She has also been named by *New Jersey Monthly* magazine for several years as being among the top five percent of lawyers in the State. Ms. Adams received her B.A. *summa cum laude* from Rider College and her law degree, *cum laude*, from Georgetown University Law Center. Past President of the New Jersey Association of School Attorneys, Ms. Adams is also a member of the New Jersey State Bar School Law Committee, Administrative Law and Labor Law Sections and a member of the National Council of School Attorneys. She frequently lectures at seminars on labor and employment issues and education topics and has provided training to administrators and employees on education issues.

Ms. Adams' legal experience is supplemented by her role as a board member in Monmouth County. She has previously served as President of the Monmouth County School Boards Association. She has served on the New Jersey School Boards Association Nominations Committee and is currently a member of the Special Education Committee. She is currently on the NJSBA Board of Directors.

DERLYS MARIA GUTIERREZ, ESQ.



Derlys Maria Gutierrez, a founding member of Adams Gutierrez & Lattiboudere, has been an attorney for over 27 years, representing public school districts in matters involving employment issues, public sector bargaining, special education law, and general school law. She has been admitted to practice in the State of New Jersey since 1989. Throughout her entire career, she has represented public school districts in the areas of general school law, labor and employment law and special education. She has represented her school board clients in all areas including employment discrimination, special education, construction arbitration, grievance arbitration, and labor negotiations. She successfully tried numerous tenure dismissal cases and teacher seniority cases as well as special education cases before administrative agencies and in federal court.

From 1997 through 2007, she was the Director of Human Resources for the Passaic Public Schools, a large public school district in New Jersey with approximately 13,000 students and 2,000 employees, where she handled negotiations with 5 employee bargaining units, as well as countless grievance arbitrations. As a member of the Superintendent's Cabinet, Ms. Gutierrez worked diligently in preparing district-wide budgets and gained experience in the inner workings of a school district giving her a unique perspective as an attorney representing boards of education. As a former adjunct professor with Caldwell College, she taught school law and Human Resources Management to aspiring school principals.

Ms. Gutierrez is a Past President of the New Jersey Association of School Attorneys. She is also a member of the Labor and Employment Relations Association of New Jersey, the New Jersey State Bar Association, the American Bar Association, and the Hispanic Bar Association of New Jersey.

A graduate of Barnard College, Columbia University, and of Rutgers University School of Law, Ms. Gutierrez has dedicated her professional career to providing school districts with advice that proactively seeks solutions. Ms. Gutierrez is fluent in Spanish. She is rated Preeminent AV by Martindale Hubbell.

PERRY L. LATTIBOUDERE, ESQ.



Perry L. Lattiboudere, a founding member of Adams Gutierrez & Lattiboudere, has been practicing before federal and State courts for twenty-five years. Prior to the founding of AG&L, Mr. Lattiboudere served as the Chief Legal Counsel to New Jersey's largest school district, the Newark Public Schools, a position he held for almost seven years. He was responsible for all legal matters involving the District and counseled the Superintendent, administrative staff, the Advisory Board of Education and District managers on a wide variety of legal issues. These included litigation matters, employee discipline and discrimination complaints, budgetary matters, collective bargaining, grievance and arbitrations, labor and employee relations, contract drafting and review, bidding issues, special education, tenure and civil

service compliance. Mr. Lattiboudere also served as President of the New Jersey Association of School Attorneys.

Prior to his service as General Counsel for the Newark schools, Mr. Lattiboudere served as Senior Staff Counsel at the Hertz Corporation and as an Associate with the firm Sills Cummis Epstein & Gross in the education, employment, and labor relations group. His career began with his service at the New Jersey Division of Law where he represented state agencies and managers in employment matters as a Deputy Attorney General. Mr. Lattiboudere's legal experience is supplemented by his prior experience as an adjunct professor of education law and policy at Fordham University and at Kean University.

Mr. Lattiboudere earned a Bachelor of Science degree from Rutgers University in 1990 and a Juris Doctor degree from Yeshiva University's Benjamin N. Cardozo School of Law in June 1993. He is licensed to practice in New Jersey, the United States District Court and the United States Court of Appeals for the Third Circuit.

JOHN E. CROOT, JR., ESQ.



John E. Croot, Jr., a partner in the firm, has over 25 years of experience representing public and private schools in their legal matters. Mr. Croot counsels clients in all aspects of school law and related fields, including: student discipline, HIB, residency, tenure and seniority, labor negotiations, Americans with Disabilities Act, Family and Medical Leave Act, New Jersey Family Leave Act, New Jersey Law Against Discrimination, Open Public Meetings Act, Open Public Records Act, contract negotiation and interpretation, and the review and drafting of policies and by-laws. Mr. Croot has extensive experience representing public and private education clients in litigation before the Superior Courts of New Jersey, the United States District Court, the Office of Administrative Law, Commissioner of Education, Public Employment Relations Commission, New Jersey Division on Civil Rights, Division of Workers Compensation, United States Department of Education Office for Civil Rights and the Government Records Council.

Mr. Croot is admitted to the bars of New Jersey and New York, as well as the United States Court of Appeals for the Third Circuit. He has been admitted to practice in the State of New Jersey since 1986. He is rated AV Preeminent by Martindale Hubbell and is a member of the New Jersey Association of School Attorneys, the School Law Committee and Labor and Employment Law Section of the New Jersey State Bar Association, and the New York State Bar Association.

He is a graduate of the Fordham University School of Law and Rutgers College.

JERROLD WOHLGEMUTH, ESQ.



Mr. Wohlgemuth is a partner at Adams Gutierrez & Lattiboudere with over 30 years of experience representing management in employment litigation. He is a former partner at Apruzzese McDermott Mastro & Murphy, one of the leading employment law firms in New Jersey, and was Of Counsel to the employment law departments at Sills Cummis & Gross and Drinker Biddle & Reath. Before moving to New Jersey, Mr. Wohlgemuth served for eight years as appellate litigation counsel for the National Labor Relations Board in Washington, D.C., where he represented the Board before the United States Circuit Courts of Appeals throughout the country.

Mr. Wohlgemuth concentrates his practice on defending management in both state and federal court in all aspects of employment law litigation including discrimination, wrongful discharge, whistleblowing, sexual harassment and employment tort claims. He also has extensive appellate experience preparing briefs and presenting oral arguments before the state and federal courts of appeals and the New Jersey Supreme Court.

Mr. Wohlgemuth is a long-term member of the Editorial Board of the New Jersey Labor & Employment Law Quarterly, a publication sponsored by the Employment Law Section of the New Jersey Bar Association. He received his undergraduate degree in Labor Relations from Cornell University, where he was a member of the Dean's List, and his law degree from Catholic University, where he was on Law Review.

Mr. Wohlgemuth is admitted to practice in both New Jersey and New York, before the United States Courts of Appeals for the First, Second, Third, Fourth, Ninth, Tenth and D.C. Circuits, and before the United States District Courts for the District of New Jersey and the Southern and Eastern Districts of New York.

ADAM S. HERMAN, ESQ.



Adam S. Herman is a partner with Adams Gutierrez & Lattiboudere. Prior to joining the firm, Mr. Herman served as senior associate counsel for the Newark Public Schools' Office of the General Counsel. He handled a broad spectrum of legal matters and cases, including, labor and employment, tenure, civil service, withholding of increment, special education, contracts, bidding, and leases. Mr. Herman successfully briefed and argued a No Child Left Behind case in Federal District Court and the Third Circuit Court of Appeals. Prior to his service at the Newark Public Schools, Mr. Herman worked as an associate in a firm specializing in the representation of school districts and municipalities in labor and employment law, and a firm specializing in litigation and insurance defense.

After graduation from law school, Mr. Herman clerked for the Honorable Frank A. Buczynski, Jr., J.S.C. in Ocean County. Mr. Herman earned a Bachelor of Science, *summa cum laude*, from Towson State University in 1995 and a Juris Doctor, *with honors*, from Rutgers University School of Law—Camden in 1998. He is admitted to practice in New Jersey, Pennsylvania, the United States District Court of New Jersey, and the United States Court of Appeals for the Third Circuit. He has been admitted to practice in the State of New Jersey since 1998.

ANDREW B. BROWN, ESQ.



Andy has a long-standing and genuine interest in helping organizations manage their human resources function in a legal and effective manner. After receiving a Masters' degree in Industrial Relations from Rutgers, Andy attended Seton Hall Law School. Combining these educational experiences, for over 20 years, he has helped public and private sector clients navigate the morass of laws and regulations that impact the employment relationship.

As a partner at Adams Gutierrez & Lattiboudere, he continues his practice of advising clients on disciplinary matters, performance improvement plans, disability and accommodation requests, grievances, arbitrations, unfair practice proceedings, union organizing and related issues. He has appeared before the National Labor Relations Board, the Public Employment Relations Commission, the New Jersey Division on Civil Rights, the Equal Employment Opportunity Commission and the Office of Administrative Law.

Throughout New Jersey, Andy is known for his prowess at the negotiating table. He has negotiated hundreds of collective bargaining agreements for union employees of all types in bargaining units of up to 2,000 members. Andy believes that negotiating a cost efficient contract that maximizes the employer's ability to manage its organization is one of the most important services he can provide a client. This is accomplished by understanding the organization and its needs, and most importantly, how it operates. It is through this preparation that he can guide the negotiations process to achieve the best possible results for his clients.

Andy's skills are not limited to the labor relations arena. As general counsel for boards of education and charter schools, Andy assists Board members and Administrators in the day-to-day operations of their Districts and regularly attends their meetings. Andy is dedicated to helping the board remain focused and ensuring the public respects board members and administrators.

Many statewide organizations recognize Andy's skills and call upon him as a speaker or instructor. Andy has spoken at the New Jersey School Board Association's Annual Workshop as a panelist at the Labor Relations Mini-Workshop and has served as an instructor at its Advanced Bargaining Seminar. He also presents at county meetings of the NJSBA. In addition, the New Jersey Association of School Administrators frequently invites Andy to speak on such topics as evaluations, discipline and negotiations issues. He also taught the Human Resources and Labor Relations class required of School Business Administrators in order for them to obtain their certificates offered by the New Jersey Association of School Business Officials.

AUDRA A. PONDISH, ESQ.



Audra Pondish, Counsel at the firm of Adams Gutierrez & Lattiboudere, has been practicing law since 2006. A graduate of Rowan University with a Juris Doctor from the University of the District of Columbia, David A. Clarke School of Law, Ms. Pondish has dedicated much of her legal career to the representation of school districts in New Jersey.

She commenced her career as a Special Education Law Clerk for the New Jersey Office of Administrative Law in Trenton and obtained invaluable experience with a wide range of educational issues with matters under the Federal and State laws governing individuals with disabilities. After her work with the Office of Administrative Law, Ms. Pondish entered private practice where she dedicated herself to the representation of public school districts. She has handled matters before the Public Employment Relations Commission, the Office of Administrative Law, as well as State and Federal Courts. She has represented school districts in matters involving the Open Public Records Act, grievance arbitrations, and labor and employment matters. Ms. Pondish also has extensive experience in representing municipalities in labor and employment matters related to police officers. Ms. Pondish also has experience in litigating matters dealing with the Open Public Records Act before the Appellate Division, Business Law, Collection Matters, Family Law including Domestic Violence matters, Landlord/Tenant, Municipal Court matters, Expungements and Personal Injury.

In service to the legal community, while a student at the David A. Clarke School of Law, Ms. Pondish had the honor of providing over 700 hours of free legal representation to the Washington DC community through the Law School's clinical program. While working in the juvenile/special education clinic, Ms. Pondish advocated for individuals with special needs in and out of the correctional system.

LESLIE PRENTICE



Leslie F. Prentice is Counsel to the firm specializing in education and employment law as well as insurance defense.

Ms. Prentice received her Bachelor of Arts degree and Certificate in Policy Journalism and Media Studies from Duke University in December 2007. She went on to graduate from Rutgers School of Law-Newark, where she was a Dean's Merit Scholar, served as Senior Submissions Editor with distinction of the Women's Rights Law Reporter, and received the Eric Neisser pro bono service award. While at law school, Ms. Prentice worked at the Rutgers Constitutional Litigation Clinic and also taught a Constitutional Law Debate class to

Newark high school students through the New Jersey Law and Education Empowerment Project (NJLEEP).

Ms. Prentice is a graduate of the Justice Morris Pashman and the John C. Lifland American Inns of Court. She is admitted to practice in New Jersey and New York as well as in the United States District Court for the District of New Jersey.

REFERENCES

ADAMS GUTIERREZ & LATTIBOUDERE, LLC

James Rolle, Esq., General Counsel
Trenton Public Schools
108 North Clinton Avenue
Trenton, NJ 08609
609-656-4900 x. 5122

Christine Carlson, Superintendent
Brielle Elementary School
605 Union Lane
Brielle, NJ 08730
732-528-6400 ext. 200

Nick Markarian, Superintendent
Bernards Township School District
101 Peachtree Road
Basking Ridge, NJ 07920
908-204-2600

ADAMS GUTIERREZ & LATTIBOUDERE, LLC

GENERAL CLIENTS	YEARS SERVED
Avalon Board of Education	2 years
Avon Board of Education	9 years
Belvidere Board of Education	Recently Appointed
Bernards Township Board of Education	26 years
Blairstown Board of Education	11 years
Dover Board of Education	26 years
Hainesport Board of Education	3 years
Hampton Township Board of Education	16 years
Harmony Board of Education	5 years
Jersey City Public Schools	8 years
Netcong Board of Education	5 years
Newark Public Schools	24 years
Paterson Public Schools	4 years
Pompton Lakes Board of Education	26 years
Runnemede Board of Education	6 years
Somerset Hills Board of Education	26 years
Trenton Board of Education	5 years
Wenonah Board of Education	3 years
West Milford Board of Education	26 years
LABOR CLIENTS	
Borough of Garwood	2 years
Borough of Haledon	9 years
Brigantine Board of Education	1 year
City of Paterson	10 years
Clinton Township Board of Education	4 years
Hamilton Board of Education	5 years
Montville Board of Education	25 years
Phillipsburg Board of Education	1 year
Westfield Board of Education	20 years
SPECIAL COUNSEL	
Township of Bernards	10 years
Camden Board of Education	4 years
City of Elizabeth	5 years
City of Jersey City	3 years
East Brunswick Public Library	1 year
East Orange Board of Education	3 years
Englewood	4 years

ADAMS GUTIERREZ & LATTIBOUDERE, LLC

Garfield Board of Education	5 years
Livingston Township	1 year
Maplewood	3 years
Morris Hills Regional Board of Education	7 years
Orange Board of Education	4 years
Perth Amboy Board of Education	26 years
Princeton Charter School	3 years
Plainfield Board of Education	2 years
Sea Girt Board of Education	5 years
South Brunswick Board of Education	9 years
Teaneck Board of Education	7 years
Totowa Board of Education	2 years
Union City	3 years
Ventnor	4 years



WESTFIELD PUBLIC SCHOOLS

A Tradition of Excellence

Margaret Dolan, Ed.D.
Superintendent

302 Elm Street • Westfield • New Jersey • 07090
908-789-4414
www.westfieldnj.k12.org

Dana Sullivan
Business Administrator/
Board Secretary

June 4, 2020

TO WHOM IT MAY CONCERN

Re: Adams Gutierrez & Lattiboudere, LLC

Dear Sir/Madam:

Please accept this letter of recommendation for the law firm of Adams Gutierrez & Lattiboudere. I have worked with this firm for about 12 years in a prior district and in the Westfield Public Schools. They handle general board issues as well as all matters related to labor and employment matters, including negotiations.

In my day to day experiences working with the attorneys of the firm, I find them to be knowledgeable and experienced in all areas of school law, labor and employment law and collective bargaining issues. They are responsive, professional, efficient and cost-effective in the delivery of legal services. The partners and associates work collaboratively with administrators and boards to achieve the best possible outcome that meets the Board's goals.

I recommend them without hesitation for handling your legal services needs.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

DANA SULLIVAN
School Business Administrator

BERNARDS TOWNSHIP PUBLIC SCHOOLS

101 Peachtree Road
Basking Ridge, New Jersey 07920
www.bernardsboe.com

Nick Markarian
Superintendent of Schools

Phone: 908-204-2600
Fax: 908-766-7641
e-mail: nmarkarian@bernardsboe.com

June 7, 2020

To Whom It May Concern,

I have been working in the Bernards Township School District since July of 2001. Since July of 2008 I have been employed as the Business Administrator/Board Secretary or the Superintendent. Therefore, for almost 12 years now, I have been working as a central office administrator for the district and in that capacity have relied on the guidance of Adams, Gutierrez and Lattiboudere, LLC. Our school district serves over 5000 students and it has six schools; four elementary schools, one middle school and one high school. We have over 800,000 square feet of facilities. Our special education programs are robust and our high school is comprehensive, we serve a diverse community of very well educated professionals. In short, our district is very complicated, and with those complications comes an intense need for sound legal counsel.

Consequently, in the last 12 years I have come to appreciate the relationship our district has had with Adams, Gutierrez and Lattiboudere, LLC. Adams, Gutierrez and Lattiboudere, LLC have demonstrated an unwavering commitment to the needs of the Bernards Township Board of Education and the staff and students here. I have observed this and experienced this time and time again. Cherie Adams has been stalwart in her work to assist our Director of Special Education in countless ways to resolve intricate situations. Derlys Gutierrez is a go to expert when we need advice with challenging personnel problems. John Croot has been ever reliable for so many day to day counsel issues from HIB investigations to contracts that I can't begin to count. It is no wonder that the firm has been held in high regard and working in our district well before I ever came to the central office. Adams, Gutierrez and Lattiboudere, LLC are always there for us, day and night, in-person or by office/cell phone and they work as a team to make sure that someone is always there to meet our needs.

I'm privileged to work for a great community, in a great town, and it has been a pleasure to have Adams, Gutierrez and Lattiboudere, LLC, a great law firm, to work with.

Regards,



Nick Markarian



NORTHERN REGION
EDUCATIONAL SERVICES COMMISSION

45 Reinhardt Road
Wayne, New Jersey 07470
Phone (973) 614-8585 – Fax (973) 614-1334

Diana C. Lobosco
Superintendent

Richard Giglio
Business Administrator/Board Secretary

June 4, 2020

TO WHOM IT MAY CONCERN

Re: Adams Gutierrez & Lattiboudere, LLC

Dear Sir/Madam:

It gives me great pleasure to recommend the law firm of Adams Gutierrez & Lattiboudere for your legal services needs. We have been working with this firm since 2008. All of the lawyers are knowledge in all areas of school law, contracts and transportation. They provide quality, effective and efficient legal services. Without hesitation, I recommend them for all of your legal needs. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Richard Giglio", with a large, sweeping flourish extending to the left.

RICHARD GIGLIO

School Business Administrator

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

ADAMS GUTIERREZ & LATTIBOUDERE, LLC

TRADE NAME:

ADDRESS:

1037 RAYMOND BLVD, STE 900
NEWARK NJ 07102-5427

SEQUENCE NUMBER:

1379976

EFFECTIVE DATE:

11/27/07

ISSUANCE DATE:

07/02/13

James J. Perrone

Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

(04-08) D205846V

Certification 41532

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAR-2015** to **15-MAR-2022**

ADAMS GUTIERREZ & LATTIBOUDERE LLC
1037 RAYMOND BLVD., SUITE 900
NEWARK NJ 07102





Andrew P. Sldamon-Eristoff
State Treasurer



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
33 WEST STATE STREET, 5TH FLOOR
P.O. BOX 026
TRENTON, NEW JERSEY 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
Acting State Treasurer

SHEILA Y. OLIVER
Lt. Governor

JAMES J. FRUSCIONE
Director

CERTIFIED

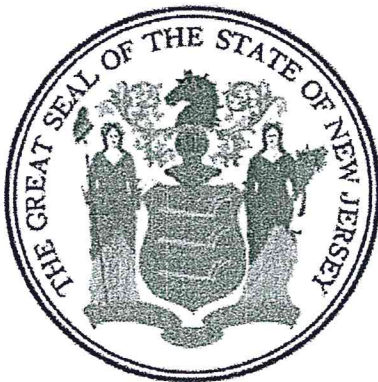
under the

Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges **ADAMS GUTIERREZ & LATTIBOUDERE LLC** is a **MWBE** owned and controlled company, which has met the criteria established by N.J.A.C. 17:46.

This certification will remain in effect for three years. Annually the business must submit, not more than 20 days prior to the anniversary of the certification approval, an annual verification statement in which it shall attest that there is no change in the ownership, control or any other factor of the business affecting eligibility for certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI that lists certified minority and women-owned business. If the business seeks to be certified again, it will have to reapply and pay the \$100 application fee. In this case, a new application must be submitted prior the expiration date of this certification.



Peter Lowicki
Deputy Director

Issued: May 7 2018
Certificate Number: 71605-12

Expiration: May 6, 2021



633 Franklin Avenue
PMB #118
Nutley, New Jersey 07110
973-819-9488
cskinner@njwla.org

October 17, 2013

Adams Gutierrez and Lattiboudere, LLC
Attention: Cherie Adams, Esq.
The Legal Center
1037 Raymond Boulevard, Suite 900
Newark, New Jersey 07102

Re: NJWLA Private Sector Award 2014

Dear Cherie:

As President of the New Jersey Women Lawyers Association ("NJWLA"), I would like to congratulate you on your firm's selection for the Private Sector award to be presented at the **NJWLA 7th Annual Women's Initiative & Leaders in the Law ("WILL") Platinum Gala** on **March 25, 2014**. We are honored and excited that you have accepted this award.

As you know, the NJWLA is an independent association of over 1,000 women lawyers in New Jersey. Our mission is to:

- retain women in the legal profession through education and activism;
- promote our members to the highest levels of law firm, government, academic, community and corporate positions and;
- endorse qualified female attorneys for appointments to the state and federal judiciary.

Our signature event is the WILL Platinum Gala, where we honor the accomplishments of successful individuals in the State and Federal Judicial, Non-Profit, Corporate and Private Sectors. This year, your firm and its groundbreaking philosophy and approach inspired us to take a unique approach in choosing a law firm, not just a single individual, to receive the Private Sector award.

It is, indeed, your firm's distinctive business model and commitment to women in the profession that has afforded you much success and business accolades and that led to your selection as the 2014 recipient of this award, which was unanimous among the committee members. You are held in high regard in the legal

Suzanne Cerra
President

Randi Kochman
President Elect

Jessica S. Allen
Vice President

Loren Pierce
Chief Financial Officer

Annmarie Simeone
Secretary

Michelle Schaap
Chief Operating Officer

Linda Harvey
Chief Operating Officer

Susan O'Connor
General Counsel

Theodora McCormick
General Counsel

Galit Kierkut
Past President

Kirsten S. Branigan
Endorsements Director

Lynda Bennett
Endorsements Director

Carmen Garcia
Diversity Officer

Eboneé Hamilton Lewis
Diversity Officer

Lynne Anne Anderson
Grants Director

Wendy Johnson Lario
Nominations Director



community and, in addition, have admirably made a commitment to community outreach and advocacy for women and minorities. Your qualifications as a minority and women owned business are indicative of your commitment to the advancement of women in the profession and the success of women-owned businesses.

You will follow many other prominent Private Sector honorees including Lynne Anderson, Past President of the NJWLA, Holly English, who as you know also served as President of the National Association of Women Lawyers, and Lynda Bennett. My firm, Nukk-Freeman & Cerra, is also a proud recipient of this award.

The 2014 Gala will be held on March 25, 2014 at The Grove in Cedar Grove, New Jersey. The Honorable Madeline Cox Arleo will serve as our Mistress of Ceremonies. We had approximately 650 attendees at last year's Gala, including federal and state Judges and their staff, in-house counsel, solo practitioners and lawyers from large and small firms. As one attendee recently said, *"the NJWLA Gala provides the opportunity to meet the most powerful women in law in New Jersey."*

Please note that you will receive two (2) complimentary Gala tickets. In addition, Laurie Poulos, Gala Video Chair, will be in touch with you to arrange for your video shoot. In the meantime, we would appreciate it if you would begin considering who you would like us to interview and begin gathering photos we can use for your video segment.

Once again, congratulations! We look forward to honoring you at the Gala. As we get closer to the date of the event, your Gala Liaison, Lynne Anderson, Esq., will reach out to you with more details. Of course, please feel free to call me at any time at (973) 564-9100, ext. 17 with any questions you may have about the event.

Very truly yours,


Suzanne Cerra
President, NJWLA

cc: Lynne Anderson, Esq.

Supreme Court of New Jersey



Certificate of Good Standing

This is to certify that **CHERIE LEE ADAMS**
(No. **008001986**) *was constituted and appointed an Attorney at Law of New Jersey on* **July 01, 1986** *and, as such, has been admitted to practice before the Supreme Court and all other courts of this State as an Attorney at Law, according to its laws, rules, and customs.*

I further certify that as of this date, the above-named is an Attorney at Law in Good Standing. For the purpose of this Certificate, an attorney is in "Good Standing" if the Court's records reflect that the attorney: 1) is current with all assessments imposed as a part of the filing of the annual Attorney Registration Statement, including, but not limited to, all obligations to the New Jersey Lawyers' Fund for Client Protection; 2) is not suspended or disbarred from the practice of law; 3) has not resigned from the Bar of this State; and 4) has not been transferred to Disability Inactive status pursuant to Rule 1:20-12.

Please note that this Certificate does not constitute confirmation of an attorney's satisfaction of the administrative requirements of Rule 1:21-1(a) for eligibility to practice law in this State.



*In testimony whereof, I have
hereunto set my hand and
affixed the Seal of the
Supreme Court, at Trenton, this*

24TH *day of* **October**, **20** **14**

Clerk of the Supreme Court

Supreme Court of New Jersey

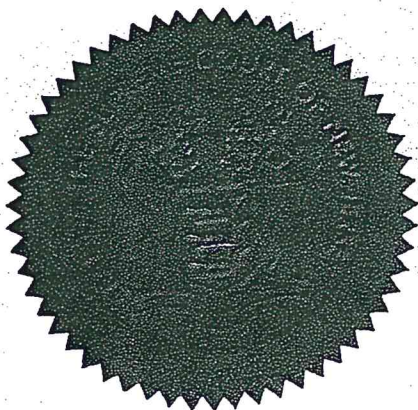


Certificate of Good Standing

This is to certify that **DERLYS MARIA GUTIERREZ**
(No. **023701989**) was constituted and appointed an Attorney at Law of New Jersey on **December 21, 1989** and, as such, has been admitted to practice before the Supreme Court and all other courts of this State as an Attorney at Law, according to its laws, rules, and customs.

I further certify that as of this date, the above-named is an Attorney at Law in Good Standing. For the purpose of this Certificate, an attorney is in "Good Standing" if the Court's records reflect that the attorney: 1) is current with all assessments imposed as a part of the filing of the annual Attorney Registration Statement, including, but not limited to, all obligations to the New Jersey Lawyers' Fund for Client Protection; 2) is not suspended or disbarred from the practice of law; 3) has not resigned from the Bar of this State; and 4) has not been transferred to Disability Inactive status pursuant to Rule 1:20-12.

Please note that this Certificate does not constitute confirmation of an attorney's satisfaction of the administrative requirements of Rule 1:21-1(a) for eligibility to practice law in this State.



In testimony whereof, I have
hereunto set my hand and
affixed the Seal of the
Supreme Court, at Trenton, this

24TH day of October, 20 14

Clerk of the Supreme Court

Supreme Court of New Jersey



Certificate of Good Standing

This is to certify that **PERRY L LATTIBOUDERE**
(No. **034271993**) *was constituted and appointed an Attorney at Law of New Jersey on* **December 21, 1993** *and, as such,*
has been admitted to practice before the Supreme Court and all other courts of this State as an Attorney at Law, according to its laws, rules, and customs.

I further certify that as of this date, the above-named is an Attorney at Law in Good Standing. For the purpose of this Certificate, an attorney is in "Good Standing" if the Court's records reflect that the attorney: 1) is current with all assessments imposed as a part of the filing of the annual Attorney Registration Statement, including, but not limited to, all obligations to the New Jersey Lawyers' Fund for Client Protection; 2) is not suspended or disbarred from the practice of law; 3) has not resigned from the Bar of this State; and 4) has not been transferred to Disability Inactive status pursuant to Rule 1:20-12.

Please note that this Certificate does not constitute confirmation of an attorney's satisfaction of the administrative requirements of Rule 1:21-1(a) for eligibility to practice law in this State.



*In testimony whereof, I have
hereunto set my hand and
affixed the Seal of the
Supreme Court, at Trenton, this*

24TH day of **October**, 20**14**

Clerk of the Supreme Court

THIS FORM IS TO BE COMPLETED, SIGNED AND SUBMITTED WITH THE PROPOSAL.

PROPOSAL FORM

Board Attorney – RFP 21-02

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

It is the intention of the Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interests of the Board.

Category	Hourly Rate
Partner	\$ <u>170</u> . <u>00</u>
Associate	\$ <u>170</u> . <u>00</u>
Administrative Assistant	\$ <u>95</u> . <u>00</u>

THIS FORM IS TO BE COMPLETED, SIGNED AND SUBMITTED WITH THE PROPOSAL.

PROPOSAL FORM

Board Attorney – RFP 21-02

(Continued)

Name Adams Gutierrez & Lattiboudere, LLC

Address 1037 Raymond Blvd., Suite 240 P.O. Box _____

City, State, Zip Code Newark, NJ 07102

Federal Tax ID Number 26-1505333

Phone Number (973) 732-2742 Extension _____

Fax No. (973) 732-2743 E-Mail cadams@asgllaw.com

Authorized Agent Cherie L. Adams, Esq. Title Partner/Principal

Agent's Signature Cherie L Adams Date 6/5/20

All proposals must be received no later than **Tuesday, June 9, 2020 at 10:00 a.m.** All proposals are to be sent to:

**Mr. Patrick S. DeGeorge, Business Administrator
Board Secretary, Purchasing Agent
Lacey Township School District Board of Education
200 Western Boulevard
Lanoka Harbor, New Jersey 08734**

Phone #(609) 971-2000 x 1001 / Fax # (609) 693-9638

To be completed, signed below & returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

RFP **21-02**

Proposal Date: **Tuesday, June 9, 2020**

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.

ISSUING DATES

☒ **No Addenda Received**

Name of Company Adams Gutierrez & Lattiboudere, LLC

Address 1037 Raymond Blvd., Suite 900 P.O. Box

City, State, Zip Code Newark, NJ 07102

Name of Authorized Representative Cherie L. Adams, Esq.

Signature Cherie L Adams Date 4/5/20

To be completed and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP 21-02

Date: Tuesday, June 9, 2020

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, a current Affirmative Action Evidence—Certificate of Employee Information Report.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☒ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☒ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered “NO” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: Cherie L. Adams, Esq.

Signature Cherie L Adams

Title Partner/Principal Date 6/5/20

Name of Company Adams Gutierrez & Lattiboudere, LLC

Address 1037 Raymond Blvd., Suite 900

City, State, Zip Newark, NJ 07102

To be completed, signed below & returned with proposal.

LACEY TOWNSHIP BOARD OF EDUCATION

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that
(Business Entity) has made the following reportable
political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A.
19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☒ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that Adams Gutierrez & Lattiboudere, LLC (Business Entity) made no reportable contributions
to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent Cherie L. Adams, Esq.

Signature Cherie L. Adams Title Partner/Principal

Business Entity Adams Gutierrez & Lattiboudere, LLC

To be completed, signed below & returned with proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN											
Quote Number: 21-02	Bidder/Offeror: Adams Gutierrez & Lattiboudere, LLC										
PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE. 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 2012, 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. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.											
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 outlined above by completing the boxes below. EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON. <table style="width: 100%;"><tr><td style="width: 50%;">Name</td><td style="width: 50%;">Relationship to Bidder/Offeror</td></tr><tr><td colspan="2">Description of Activities</td></tr><tr><td colspan="2">Duration of Engagement</td></tr><tr><td colspan="2">Anticipated Cessation Date</td></tr><tr><td>Bidder/Offeror Contact Name</td><td>Contact Phone Number</td></tr></table> ADD AN ADDITIONAL ACTIVITIES ENTRY Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and 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 information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.		Name	Relationship to Bidder/Offeror	Description of Activities		Duration of Engagement		Anticipated Cessation Date		Bidder/Offeror Contact Name	Contact Phone Number
Name	Relationship to Bidder/Offeror										
Description of Activities											
Duration of Engagement											
Anticipated Cessation Date											
Bidder/Offeror Contact Name	Contact Phone Number										
Full Name (Print): Cherie L. Adams, Esq.	Signature: <i>Cherie L Adams</i> Do Not Enter PIN as a Signature										
Title: Partner/Principal	Date: 6/5/20										

To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

Board Attorney

Re: Proposal for the Lacey Township Board of Education.

STATE OF New Jersey) Date:

:ss:
COUNTY OF Essex)

I, Cherie L. Adams, Esq. of the City of Newark

in the County of Essex and the State of New Jersey

of full age, being duly sworn according to law on my oath depose and say that:

I am Partner/Principal of

Position in Company

the firm of Adams Gutierrez & Lattiboudere, LLC and the respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

Cherie L. Adams, Esq. - Adams Gutierrez & Lattiboudere, LLC

(Print Name of Contractor/Vendor)

Subscribed and sworn to: Cherie L Adams
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 5th day of June, 2020 .
Month Year

Kristine Y. Pegno
NOTARY PUBLIC SIGNATURE

KRISTINE Y. PEGNO, ESQ.
Print Name of Notary Public Attorney at Law
ID: 325222020

My commission expires _____, _____ - Seal
Month Day Year

To be completed, signed below & returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Board Attorney

No corporation, partnership or limited liability company, shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation, said partnership, said limited liability company, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder, partner or member is itself a corporation or partnership or limited liability company, the stockholder holding 10 percent or more of that corporation's stock or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established in this act, has been listed.

Please check one type of Ownership. complete the form. and execute where provided.

- | | |
|---|--|
| ☐ <u>Corporation--</u> | ☐ <u>Limited Partnership--</u> |
| ☐ <u>Partnership--</u> | ☒ <u>Limited Liability Company--</u> |
| ☐ <u>Sole Proprietorship--</u> | ☐ <u>Limited Liability Partnership--</u> |
| ☐ <u>Subchapter S Corp.--</u> | ☐ Other-_____ |

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID/PROPOSAL. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>
Cherie L. Adams, Esq.	1037 Raymond Blvd, Suite 900, Newark, NJ 07102
Perry L. Lattiboudere, Esq.	1037 Raymond Blvd, Suite 900, Newark, NJ 07102
Derlys M. Gutierrez, Esq.	1037 Raymond Blvd, Suite 900, Newark, NJ 07102

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature Cherie L Adams Date 6/5/20

This form shall be completed, signed and submitted with the bid/proposal. The form continues on the next page.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here

☐

if additional sheets are attached.

Name of Company Adams Gutierrez & Lattiboudere, LLC

Address 1037 Raymond Blvd, Suite 900

City, State, Zip Newark, NJ 07102

Authorized Agent Cherie L. Adams, Esq.

Title Partner/Principal

Cherie L Adams

SIGNATURE OF AUTHORIZED AGENT

This form shall be completed, signed and submitted with the bid/proposal.

To be completed, signed below & returned with proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

**Board Attorney
RFP 21-02**

Name of Company Adams Gutierrez & Lattiboudere, LLC
Street Address 1037 Raymond Blvd, Suite 900 PO Box _____
City, State, Zip Newark, NJ 07102
Business Phone Number (973) 735-2742 Ext. _____
Emergency Phone Number (____) _____
FAX No. (973) 735-2743 Email cadams@asgllaw.com
FEIN No. 26-1505333
Years in Business 12 Number of Employees 15

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
-------------------------	----------------	-----------------------------	--------------

1. **See attached list of references**
- 2.
- 3.

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Lacey Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Lacey Township Board of Education.

Vendor Certifications

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

Cherie L. Adams, Esq.
President or Authorized Agent

Cherie L Adams
SIGNATURE



84 Court Street
Freehold, NJ 07728
Telephone 732.462.8929
800.548.1063
Fax 732.577.8836
www.GSAgency.com

CERTIFICATE of INSURANCE

Insured's Name and Address:

Adams Gutierrez & Lattiboudere LLC
1037 Raymond Blvd Suite 900
Newark NJ 07102

Certificate Holder's Name and Address:

Lacey Township Board of Education
c/o The Business Office
200 Western Boulevard
Lanoka Harbor, NJ 08734

Policy LAW-20850-00 is a Lawyers Professional Liability (E&O) policy issued for one year from 1/25/2020 to 1/25/2021 by QBE Insurance Corporation.

The policy has limits of \$2,000,000 per claim / \$2,000,000 aggregate

The deductible for the policy is \$10,000

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED ABOVE 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.

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 SHOWN. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR, AND THE CERTIFICATE HOLDER.

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

THIS IS A CLAIMS MADE & REPORTED POLICY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/04/2020

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 Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Adams, Gutierrez & Lattiboudere LLC DBA: Adams Gutierrez and Lattiboudere LLC 1037 Raymond Blvd Ste 900 Newark NJ 07102		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 29424	

COVERAGES **CERTIFICATE NUMBER:** 1549308 **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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A N	76WBGZJ6382	05/29/2020	05/29/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Lacey Township Board of Education, Attn: c/o The Business Office 200 Western Boulevard Lanoka Harbor NJ 08734	CANCELLATION 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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/03/2020

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	CONTACT NAME: Constance Ventura
DANSKIN AGENCY	PHONE (A/C, No, Ext): (732) 449-3800 FAX (A/C, No): (732) 974-2065
1937 State Highway # 35	E-MAIL ADDRESS: connie@danskin-agency.com
Wall Township NJ 07719	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: West American Insurance Company 44393
INSURED	INSURER B: Ohio Casualty Insurance Company 24074
Adams Gutierrez & Lattiboudere LLC	INSURER C:
1037 Raymond Blvd Ste 900	INSURER D:
Newark NJ 07102	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL1961004591

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	☒ COMMERCIAL GENERAL LIABILITY			BZW57785766	05/29/2019	05/29/2020	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$ //
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	☐ AUTOS ONLY						\$
B	☒ UMBRELLA LIAB			USO57785766	05/29/2019	05/29/2020	EACH OCCURRENCE \$ 10,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$ 10,000,000
	DED ☒ RETENTION \$ 10,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

Lacey Township Board of Education c/o The Business Office 200 Western Boulevard Lanoka Harbor NJ 08734	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 

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