

Attachment 2



**CAPEHART
SCATCHARD**
ATTORNEYS AT LAW

Mt. Laurel, NJ ♦ 856.234.6800

Hamilton, NJ ♦ 609.394.2400

Philadelphia, PA ♦ 215.825.8329

Holmdel, NJ ♦ 732.526.1128

New York, NY ♦ 646.600.7154

www.capehart.com



CAPEHART SCATCHARD'S SCHOOL LAW GROUP

Capehart Scatchard, founded in 1876, is one of the most established law firms in New Jersey. Within that heritage, we have represented New Jersey public and private educational institutions since 1968. We have continued to maintain our strong presence in the school law area for 50 years in the capacity as labor counsel, solicitor, and special education counsel for many public and private educational institutions in New Jersey.

Our areas of focus include:

- ♦ Americans with Disabilities Act
- ♦ E-mail Communications
- ♦ Employment Manuals
- ♦ Family Medical Leave Act
- ♦ Harassment, Intimidation and Bullying
- ♦ Labor Negotiations
- ♦ New A-5 Statute and Regulations
- ♦ Open Public Meetings Act ("OPMA")
- ♦ Open Public Records Act ("OPRA")
- ♦ Parliamentary Procedures
- ♦ Pupil Records
- ♦ Rice Notices
- ♦ School Construction
- ♦ Search and Seizure
- ♦ Section 504
- ♦ Sexual Harassment
- ♦ Sick Leave Banks
- ♦ Special Education ("IDEA")
- ♦ Student Assaults on Teachers
- ♦ Student Discipline
- ♦ Student Publications
- ♦ Student Residency
- ♦ Tenure Acquisition and Dismissal
- ♦ Wrongful Discharge

We take an active role in local and state programs sponsored by various professional educational associations, including the New Jersey Association of School Business Officials, the New Jersey School Board Association, the New Jersey Association of Charter Schools and the New Jersey League of Municipalities. Our commitment to continuing legal education in the school law area also includes speaking engagements in a variety of settings. On numerous occasions, we have been asked to give in-service educational programs to school districts and other education groups. In addition, the firm provides to clients a weekly blog devoted to current developments in New Jersey education law affecting school districts, charter schools, students, and employees.

Regarding general school law matters, our library contains decisions reported in the New Jersey School Law Decisions, the New Jersey Administrative Reporter, and the Individuals with Disabilities Education Law Reporter. As members of the National School Boards Association, we receive and read a host of national publications dealing with issues common to school boards across the country.

With respect to school labor matters, our library contains all decisions by PERC, as well as national arbitration reporters and other publications dealing with school board issues. Additionally, the firm subscribes to reports containing state and federal statutory, regulatory and common law, including statutes, regulations and decisions relating to education matters. Firm attorneys have access to a variety of computer research databases including LEXIS, WESTLAW and the services of a full-time information specialist.



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CAPEHART SCATCHARD'S LABOR AND EMPLOYMENT GROUP *(INCLUDING NEGOTIATIONS)*

As solicitor and labor relations counsel to numerous public entities and private companies, Capehart Scatchard has developed the depth of experience and ability to provide a broad range of legal services in labor and employment matters, including the areas of grievance/arbitration hearings, union negotiations, and matters before many state and federal agencies including the Public Employment Relations Commission (PERC) and Civil Service Commission. Capehart Scatchard's attorneys also appear on a regular basis before the federal and state courts of New Jersey in defending all types of labor and employment matters brought against public and private entity clients. We have also been deeply involved in labor contract preparation and review, public employee disciplinary hearings, policy review and drafting, the defense of claims involving employment discrimination, wrongful discharge, and compliance with the New Jersey Law Against Discrimination, CEPA, the New Jersey Family Leave Act, and the Paid Family Leave Act as well as the federal Family and Medical Leave Act, Americans with Disabilities Act, NJ SAFE Act, Civil Rights Acts and wage and hour matters.

Capehart Scatchard Labor Group attorneys recognize the diverse workplace issues facing today's employers. We work with management to address the wide variety of legal and human resource challenges which abound. Understanding our clients' businesses and operational philosophies is key to assisting them in developing proactive policies and procedures to avert liability, minimize employment claims, and foster a productive and healthy workplace.

Our public and private sector clients rely on us for guidance and counsel on many labor and human resource issues including:

- ♦ Social media issues/policies
- ♦ affirmative action issues
- ♦ Affordable Care Act (a/k/a Obamacare)
- ♦ Americans with Disabilities Act claims/policies
- ♦ breach of contract issues
- ♦ claims under the New Jersey Law Against Discrimination and Title VII of the Civil Rights Act
- ♦ collective bargaining, negotiation and arbitrations
- ♦ confidentiality, non-competition and trade secret issues
- ♦ constitutional claims
- ♦ defamation claims
- ♦ discipline and termination issues
- ♦ drugs and alcohol in the workplace issues
- ♦ employee benefits

- ◆ employment discrimination including sexual harassment, age, gender, race, religion, natural origin, sexual orientation and disability discrimination in both federal and state courts
- ◆ employee manuals
- ◆ employee relations policies including the preparation and implementation of employment contracts and noncompete agreements
- ◆ Fair Labor Standard Act and state wage and hour claims
- ◆ Family Medical Leave Act matters
- ◆ Family Leave Act matters
- ◆ grievance and arbitration presentations
- ◆ occupational safety and health matters, including hearings
- ◆ unemployment compensation hearings
- ◆ whistleblower claims
- ◆ workplace violence issues
- ◆ wrongful termination claims/litigation

In addition, our employment attorneys regularly provide representation in the following areas:

- ◆ PERC and NLRB matters (unfair practice charges, representation petitions, unit clarification petitions, scope petitions, fact find presentations, interest arbitrations);
- ◆ Negotiating, drafting, interpreting, and administering collectively bargained agreements, including development of salary guides and benefit packages;
- ◆ Superior Court injunction matters.
- ◆ Civil Service and Title 40A disciplinary actions.

We also have vast experience and represent our clients before the numerous federal agencies responsible for administering the current myriad of labor and employment laws such as the National Labor Relations Board, the Equal Employment Opportunity Commission, the Occupational Safety and Health Review Commission as well as before various state boards and agencies such as the Department of Education, PERC and the New Jersey Division on Civil Rights.

When handling employment disputes, our labor and employment attorneys work diligently to provide advice to avoid legal minefields in this often volatile and ever expanding area of employment law. Once litigation becomes inevitable, however, the Group's attorneys have achieved significant success concerning workplace disputes in state and federal trial and appellate courts.

Moreover, our attorneys represent a wide range of businesses in both the public and private sectors, such as large privately and publicly-held service corporations, small businesses, printing companies, oil refineries, manufacturers, utilities, transportation industries, boards of education, moving and storage companies, governmental agencies, and other public entities.

Our lawyers are committed to providing employers with quality counsel and developing and implementing winning and cost-effective strategies to ensure our clients achieve their business goals.

Some of our representative matters have included:

- ◆ Defending many claims of wrongful discipline or termination for both private and public employers.
- ◆ Representation of public entities, business organizations and individuals in administrative hearings before the Office of Administrative Law, PERC and other state agencies concerning civil service and civil rights matters, pension issues, wage and hour disputes and other labor issues, and unemployment claims.
- ◆ Preparing employment manuals and other employment-related policies for public entities and private businesses, including drug testing policies and disciplinary policies, and counselling clients on compliance with all labor and employment language.
- ◆ Successfully defending public entities in sexual harassment cases.
- ◆ Defending claims of breach of labor agreement terms and conditions for both private and public employers.
- ◆ Defense of WARN Act claims.
- ◆ Defense and prosecution in Restrictive Covenant/Non-Compete cases.
- ◆ Defense of claims on behalf of an employer against former employees and/or outside contractors (negligence, breach of contract, fraud, etc.)
- ◆ Internal shareholder disputes over control of the company and/or disbursement of profits.
- ◆ Defending companies against various discrimination claims (inter alia, involving allegations of age, race, sex, harassment and other types of prohibited EEO conduct) before the EEOC, the New Jersey Division on Civil Rights, and before state and federal courts, including many jury trials.
- ◆ Defending private organizations in connection with union representation attempts.
- ◆ Defending public schools in public contracting challenges.
- ◆ Defending private manufacturers in claims of sex, same-sex, and religious hostile atmosphere, and age discrimination.
- ◆ Defending local school boards in whistleblower suits.
- ◆ Successfully representing public entities in addressing allegations of violation of federal and state wage and hour laws.
- ◆ Successfully defending challenges to layoffs and promotional decisions made by public and private entities.
- ◆ Successfully prosecuting claims to enforce non-compete and other kinds of business confidentiality requests.

List of Educational Institution Representations

<i>Entity Name</i>	<i>Solicitor</i>	<i>Labor Counsel</i>	<i>Special Counsel</i>	<i>Workers' Compensation</i>	<i>Represented Since</i>
Bergen County Special Services School District			X (Conflicts)		2017
Berlin Township School District	X	X			1985
Bordentown Regional School District	X	X	X (special education)		2017
Burlington County Special Services School District		X			2001
Burlington County Institute of Technology	X	X			1997
Burlington County School Pool				X	1992
Camden County Educational Services Commission	X	X			1993
Chesterfield Township School District	X				2000
Clearview Regional High School District		X			2018
Collingswood Public School District	X	X			1991
Cumberland County Board of Vocational Education School District		X	X (Personnel)		2005
Delran Township School District		X			2015
Delsea Regional High School District			X (Special Education)		2005
Deptford Township Public School District		X			2016
Edison Township School District				X	2001
Florence Township School District	X	X		X	2009
Franklin Township Public School District			X (Special Education)	X	2011
Gateway Regional School District	X				2007
Gloucester Township School District				X	1994
Greater Egg Harbor Regional High School District		X			2000
Haddon Heights School District	X	X			2008
Haddon Township School District	X	X	X (Construction)		1990

List of Educational Institution Representations

<i>Entity Name</i>	<i>Solicitor</i>	<i>Labor Counsel</i>	<i>Special Counsel</i>	<i>Workers' Compensation</i>	<i>Represented Since</i>
Haddonfield School District	x	x			1990
Harrison Township School District	x	x			1995
Lavallette Borough School District		x			2011
Logan Township School District	x	x			1990
Lower Alloways Creek School District	x				2014
Manalapan-Englishtown Regional School District				x	1997
Millville School District		x	x (504 Litigation)		2002
Monroe Township Board of Education	x	x			2019
Mount Holly Township Board of Education	x	x			2019
Mount Laurel Township School District		x			2007
National Park Borough School District	x	x			1992
New Brunswick School District				x	1999
New Jersey Schools Insurance Group			x (Litigation and School Law)	x	2017
Northeast Bergen School Pool				x	1995
Oaklyn Public School District	x		x (Special Education)		2013
Old Bridge Township School District				x	2005
Palmyra Public School District	x				1998
Passaic City School District				x	1999
Pennsauken Township Board of Education				x	1990
Perth Amboy Public School District				x	2002
Riverside Township School District	x	x			2008
Southampton Township School District		x			2000
Tabernacle Township School District		x	x		2009

List of Educational Institution Representations

<i>Entity Name</i>	<i>Solicitor</i>	<i>Labor Counsel</i>	<i>Special Counsel</i>	<i>Workers' Compensation</i>	<i>Represented Since</i>
Vineland Public School District			x		2018
Washington Township School District (Gloucester County)	x	x			2013
West Orange Public Schools				x	1998
West Deptford Township School District	x	x			1995
Westville Borough Public School District	x	x			2005
Woodbridge Township School District				x	2004
Woodbury Heights Public School District	x	x	x (Special Education and Construction)		1998

Attachment 3

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	\$ 170 . 00
Associate	\$ 160 . 00
Administrative Assistant /Paralegals	\$ 70 . 00

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

PROPOSAL FORM

Board Attorney – RFP 21-02

(Continued)

Name Capehart & Scatchard, P.A.

Address 8000 Midlantic Drive, Suite 300S P.O. Box 5016

City, State, Zip Code Mt. Laurel, NJ 08054

Federal Tax ID Number 22-1908951

Phone Number (856) 234-6800 Extension 6709

Fax No. (856) 235-2786 E-Mail sdev@capehart.com

Authorized Agent Sanmathi (Sanu) Dev, Esq. Title Shareholder

Agent's Signature  Date June 3, 2020

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

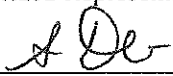
☒ **No Addenda Received**

Name of Company Capehart & Scatchard, P.A.

Address 8000 Midlantic Drive, Suite 300S P.O. Box 5016

City, State, Zip Code Mt. Laurel, NJ 08054

Name of Authorized Representative

Signature  Date June 3, 2020
Sanmathi (Sanu) Dev, Esq.

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: Howard P. Vogel

Signature Howard P. Vogel

Title Firm Administrator

Date June 3, 2020

Name of Company Capehart & Scatchard, P.A.

Address 8000 Midlantic Drive, Suite 300S

City, State, Zip Mt. Laurel, NJ 08054

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
Capehart & Scatchard, P.A. (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>
Please see attached list.			

The Business Entity may attach additional pages if needed.

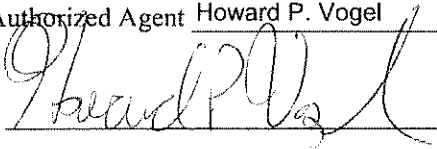
☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (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 Howard P. Vogel

Signature  Title Firm Administrator

Business Entity Capehart & Scatchard, P.A.

Capehart & Scatchard, P.A.		
P.L. 2005, C. 271		
Political Contribution Disclosure Form		
From 1/1/19 05/27/20		
Date	Amount	Recipient
1/8/1900		2019
1/4/2019	\$1,500.00	EFO Joe Derella
1/16/2019	\$1,500.00	EFO Ripa for Clerk
02/12/19	\$1,500.00	EFO Mayer Winters Owens & Hutchinson
02/26/19	\$2,600.00	EFO Stephen Sweeney
03/21/19	\$300.00	EFO Hughes for County Executive
04/08/19	\$500.00	EFO Stephanie Kravil
04/26/19	\$600.00	Citizens for a Great Mt Laurel
05/01/19	\$550.00	EFO Dyer for Township Committee
05/15/19	\$50.00	EFO John A Kemler for Sheriff
05/15/19	\$100.00	EFO Nancy Phillips for Hamilton Town Council
05/15/19	\$100.00	Friends of Jeff Martin for Mayor
05/15/19	\$45.00	Friends of Jeff Martin for Mayor
05/15/19	\$125.00	Friends of Nina Melker for Freeholder
06/17/19	\$500.00	EFO Dawn Adiego
06/20/19	\$500.00	EFO Tom Arnone for Freeholder
06/20/19	\$500.00	EFO Dominic DiRocco for Freeholder
06/20/19	\$500.00	EFO Shaun Golden for Sheriff
07/09/19	\$900.00	EFO Celeste Riley
08/13/19	\$2,600.00	Friends to Elect Sue Kiley for Monmouth County
08/13/19	\$2,600.00	Friends to Elect Lillian Burry for Monmouth County
08/13/19	\$2,600.00	Friends to Elect Pat Imprevuto for Monmouth County
08/16/19	\$2,200.00	Dimarco and Christie for Freeholder
09/04/19	\$2,100.00	EFO Tom Arnone for Monmouth County Freeholder
09/04/19	\$2,100.00	EFO Dominic DiRocco for Monmouth County Freeholder
09/04/19	\$2,100.00	EFO Shaun Golden for Monmouth County Sheriff
09/30/19	\$100.00	Barow and Caputo for Township Committee
09/30/19	\$100.00	EFO Brian McHughes for County Executive
09/30/19	\$250.00	EFO Friends of Dan Benson
09/30/19	\$250.00	EFO John A Cimino
09/30/19	\$650.00	Woolwich Progress
10/02/19	\$1,040.00	EFO Dyer Killion for Pennsauken Township Committee
		2020
02/26/20	\$2,000.00	EFO Carol Musso
03/05/20	\$125.00	EFO Paula Sollami Covello
03/13/20	\$200.00	EFO Whalen

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25**

State: New Jersey

Governor, and Legislative Leadership Committees

Legislative Districts:

Congressional District #3:

Barnegat Township, Berkeley Township, Brick Township, Island Heights, Lacey Township, Lavallette, Mantoloking, Ocean Gate, Ocean Township, Pine Beach, Point Pleasant (Districts 13 and 14) Seaside Heights, Seaside Park, South Toms River, Stafford Township (Districts 5 - 12, 14, 15, 18 - 21) Toms River Township

New Jersey Legislative District #9: (Atlantic, Burlington and Ocean)

Barnegat, Barnegat Light, Bass River, Beach Haven, Beachwood, Berkeley, Eagleswood, Galloway, Harvey Cedars, Lacey, Little Egg Harbor, Long Beach, Ocean Gate, Ocean Township (Ocean), Pine Beach, Port Republic, Seaside Park, Ship Bottom, South Toms River, Stafford, Surf City, Tabernacle, Tuckerton, Washington (Burlington)

State Senator and 2 members of the General Assembly per district

County: Ocean

Freeholders, County Clerk, Sheriff, Surrogate, Registrar of Deeds

Municipalities: Township of Lacey

Mayor and members of governing body, regardless of title

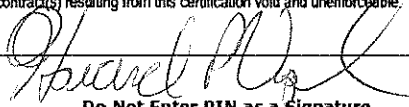
Boards of Education: Lacey Township School District School District Board of Education

Members of the Board

Fire Districts: None

Board of Fire Commissioners

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: Board Attorney RFP: 21-02 Bidder/Offoror: Capehart & Scatchard, P.A.									
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 <u>listed</u> 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. <u>Failure to provide such will result in the proposal being rendered as non-responsive</u> 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 border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">Name</td> <td style="width: 50%; padding: 5px;">Relationship to Bidder/Offoror</td> </tr> <tr> <td style="padding: 5px;">Description of Activities</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Duration of Engagement</td> <td style="padding: 5px;">Anticipated Cessation Date</td> </tr> <tr> <td style="padding: 5px;">Bidder/Offoror Contact Name</td> <td style="padding: 5px;">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/Offoror	Description of Activities		Duration of Engagement	Anticipated Cessation Date	Bidder/Offoror Contact Name	Contact Phone Number
Name	Relationship to Bidder/Offoror								
Description of Activities									
Duration of Engagement	Anticipated Cessation Date								
Bidder/Offoror Contact Name	Contact Phone Number								
Full Name (Print): Howard P. Vogel	Signature:  Do Not Enter PIN as a Signature								
Title: Firm Administrator	Date: June 3, 2020								

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: June 9, 2020

:ss:
COUNTY OF Burlington)

I, Sanmathi (Sanu) Dev, Esq. of the City of Mt. Laurel

in the County of Burlington and the State of New Jersey

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

I am a Shareholder of
Position in Company

the firm of Capehart & Scatchard, P.A. 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

Capehart & Scatchard, P.A.

(Print Name of Contractor/Vendor)

Subscribed and sworn to: A. Dev Sanmathi (Sanu) Dev, Esq.
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 3 day of June, 2020
Month Year

Beth Ann Hopkins
NOTARY PUBLIC SIGNATURE

BETH ANN HOPKINS
A Notary Public of New Jersey
My Commission Expires 08/03/2021

Print Name of Notary Public

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> | ☐ <u>Other-_____</u> |

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.

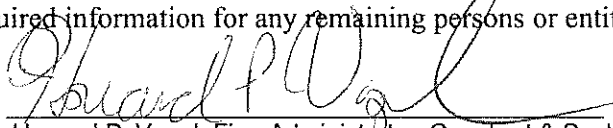
Name of Company

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

Owner's Name	Home Address
No shareholder owns 10% or more in the corporation.	

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



Date June 3, 2020

Howard P. Vogel, Firm Administrator, Capehart & Scatchard, P.A.

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, NOT APPLICABLE, is organized

Names of Principals

Title

Use additional paper if needed. Check here

☐

if additional sheets are attached.

Name of Company

Address

City, State, Zip

Authorized Agent

Title

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 Capehart & Scatchard, P.A.
Street Address 8000 Midlantic Drive, Suite 300S PO Box 5016
City, State, Zip Mt. Laurel, NJ 08054
Business Phone Number (856) 234-6800 Ext. 6709
Emergency Phone Number (609) 923-0529
FAX No. (856) 235-2786 Email sdev@capehart.com
FEIN No. 22-1908951
Years in Business 144 Number of Employees 161

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. Please see attached list.
- 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.

Sanmathi (Sanu) Dev, Esq.
President or Authorized Agent



SIGNATURE

Capehart Scatchard is pleased to offer the following references with knowledge of our experience:

Washington Township Board of Education - Joseph Bollendorf, Superintendent, 206 East Holly Avenue, Sewell, NJ 08080. (856) 589-6644.

Florence Township Board of Education - Donna Ambrosius, Superintendent, 201 Cedar Street, Florence, NJ 08518. (609) 499-4600.

Haddon Heights Board of Education - Michael Adams, Superintendent, 316-A Seventh Avenue, Haddon Heights, NJ 08035. (856) 547-1412.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(Revised: January, 2016)

**CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER
COVERED TRANSACTIONS**

I am Mary Ellen Rose, Esq., Managing Shareholder of the
(your title)
firm of Capehart & Scatchard, P.A.
(name of organization)

8000 Midlantic Drive, Suite 300 S, Mt. Laurel, New Jersey 08054
(address of your organization)

CHOOSE ONE OF THE FOLLOWING

- (X) A. I hereby certify, on behalf of Capehart & Scatchard, P.A.
(name of organization)
that neither it nor its principals are debarred, suspended, proposed for
debarment, declared ineligible, or voluntarily excluded from
participation in this transaction by any federal, state or local
department or agency.
- () B. I am unable to certify to any of the statements set forth in this
certification. I have attached an explanation to this form.

Mary Ellen Rose
(signature)

Mary Ellen Rose, Esq., Managing Shareholder
(print/type name & title)

June 4, 2020
(date)

Certification 4050

**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-AUG-2019** to **15-AUG-2022**

CAPEHART & SCATCHARD
8000 MIDLANTIC DRIVE, SUITE 300 S
MT. LAUREL NJ 08054



Elizabeth Maher Mucio

ELIZABETH MAHER MUCIO
State Treasurer

08/20/02

Taxpayer Identification# 221-908-951/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law (Public Law 2001, c.134) requires all contractors and subcontractors with State agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609) 292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
CAPEHART & SCATCHARD P A		
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
221-908-951/000	0931670	
ADDRESS:	ISSUANCE DATE:	
8000 MIDLANTIC DR MOUNT LAUREL NJ 08054-1518	08/20/02	
EFFECTIVE DATE:		
06/30/70		
FORM-BRC(08-01)		

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

Client#: 356379

CAPEHSCATCH

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/19/2020

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Conner Strong & Buckelew PO Box 99106 Camden, NJ 08101 377 861-3220	CONTACT NAME: Tekoa Judge PHONE (A/C, No, Ext): 877 861-3220 E-MAIL ADDRESS: mplakis@connerstrong.com FAX (A/C, No):
INSURED Capehart & Scatchard PA 8000 Midlantic Drive Mt. Laurel, NJ 08054	INSURER(S) AFFORDING COVERAGE INSURER A: Gotham Insurance Company NAIC # 25569 INSURER B: Ironshore Specialty Insurance Co. 25445 INSURER C: Old Republic Insurance Company 24147 INSURER D: Continental Insurance Co. of NJ 42625 INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR TR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☐ OCCUR ☐					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:					\$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED 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 ☐					EACH OCCURRENCE \$ AGGREGATE \$ \$
	DED ☐ RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Lawyers Prof		PL20200003004	05/25/2020	05/25/2021	SEE BELOW
B	Excess Profe		LPL7CABZ9Y0001	05/25/2020	05/25/2021	SEE BELOW
C	Excess Profe		ORPRO44391	05/25/2020	05/25/2021	SEE BELOW

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

1. Lawyers Professional Lead \$5M:

Limits: \$5,000,000 Per Claim / \$5,000,000 Aggregate, subject to a \$50,000 Deductible

3. Excess Lawyers Professional \$5M x \$5M:

Limits: \$5,000,000 Per Claim / \$5,000,000 Aggregate, subject to a \$50,000 Deductible

See Attached Descriptions)

CERTIFICATE HOLDER

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

W. Michael Tappan

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DESCRIPTIONS (Continued from Page 1)

C. Excess Lawyers Professional \$5M x \$10M:

Limits: \$5,000,000 Per Claim / \$5,000,000 Aggregate, subject to a \$50,000 Deductible

D. Cyber Liability:

Policy Number: 651994994

Policy Term: 05/03/2020 - 05/03/2021

Policy Limit: \$5,000,000



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2020

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 Arthur J. Gallagher Risk Management Services, Inc. 200 Jefferson Park Whippany NJ 07981		CONTACT NAME: Jennifer E Dunn PHONE (A/C, No, Ext): 856-866-3275 E-MAIL ADDRESS: jennifer_dunn@ajg.com FAX (A/C, No): 856-273-3663	
INSURED Capehart & Scatchard, PA Attn: Howard Vogel 8000 Midlantic Drive, Ste 300 Mount Laurel NJ 08054		INSURER(S) AFFORDING COVERAGE INSURER A: Great Northern Insurance Company INSURER B: Chubb Insurance Company of New Jersey INSURER C: Vigilant Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 20303 41386 20397	

COVERAGES

CERTIFICATE NUMBER: 1961441824

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 TR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		36030112	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		18 73589508	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		79891993	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	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 / A	71753222	7/1/2019	7/1/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property		36030112	7/1/2019	7/1/2020	Bus Personal Property \$6,842,000 Ded \$1K
A	Crime		36030112	7/1/2019	7/1/2020	Employee Theft \$500,000 Ded \$5K

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

CERTIFICATE HOLDER

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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Attachment 4