

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ESSEX

RESOLUTION NO. \_\_\_\_\_

AUTHORITY FOR RESOLUTION: N.J.S.A. 40:41A-38(n)

PROPOSED BY: COUNTY EXECUTIVE

AUTHORITY FOR ACTION: N.J.S.A. 40:41A-36(i)

SUBJECT:

OFFICE OF COUNTY COUNSEL – PROFESSIONAL SERVICES AGREEMENT – PROVIDE  
SPECIAL OUTSIDE COUNSEL SERVICES ON DOMESTIC VIOLENCE CUSTODY HEARINGS –  
MARITZA RODRIGUEZ, ESQ. – JANUARY 1, 2023 – DECEMBER 31, 2023  
IN AN AMOUNT NOT TO EXCEED - \$17,000.00

WHEREAS, the County of Essex has a need for special outside counsel to provide professional services in connection with domestic violence bail hearings with respect thereto (the “Legal Matters”); and

WHEREAS, the Office of the County Counsel through the Office of Purchasing has publicly advertised for a Request for Proposal/Qualification for 2023 Legal Services (the “Services”); and

WHEREAS, the Board of County Commissioners has approved the 2023 list of qualified firms for the performance of such Services which includes the firm of Maritza Rodriguez, Esq., 61 Union Street, #1N, Newark, NJ 07105; and

WHEREAS, it is recommended by the Office of County Counsel that a Contract for Services for the Legal Matter be awarded to Maritza Rodriguez, Esq. for the period January 1, 2023 through December 31, 2023, in an amount not to exceed \$17,000.00; and

WHEREAS, the Chief Financial Officer has certified the availability of funds to pay such contract, which certification is attached hereto; and

WHEREAS, said contract may be awarded without public bidding, as professional services in accordance with N.J.S.A. 40A:11-5(1) of the Local Public Contracts Law, on condition that a resolution authorizing the contract for professional services without competitive bidding, and the contract itself, be made available for public inspection; and

WHEREAS, the Board of County Commissioners is empowered by N.J.S.A. 40:41A-38(n) to approve, by resolution, contracts presented by the County Executive;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Essex as follows:

1. That the agreement with Maritza Rodriguez, Esq., a copy of which is attached hereto, is approved;
2. That the contract is awarded without competitive bid as "Professional Services" in accordance with N.J.S.A.40A:11-5(1)(a) of Local Public Contracts Law because the services to be rendered are performed by persons authorized by law to practice a recognized profession which is regulated by law and the performance of which requires knowledge of an advanced type in a field of learning acquired by prolonged formal, specialized instruction;
3. That notice of this contract award be published by the Clerk of the Board of County Commissioners in accordance with the provisions of N.J.S.A. 40A:11-5(1); and
4. That the Clerk of the Board forward two copies of said fully executed copies of said contract and this resolution to Ronald L. Charles, Director, Department of Corrections; Jerome M. St. John, Essex County Counsel; Julius N. Coltre, Director of Purchasing, Office of Purchasing; and one copy to Maritza Rodriguez, Esq., 60 Union Street, #1N, Newark, NJ 07105.

Approved as to form and legality



Date

1/25/23

ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved by Commissioner

Second by Commissioner

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill					Pomares, V.P.				
Graham					Richardson, Pres.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was ( ) adopted ( ) defeated ( ) tabled by roll call vote at a \_\_\_\_\_ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on \_\_\_\_\_.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_

Wayne L. Richardson, President

c:2023ContractDirectory:ks



COUNTY OF ESSEX

DECISION MEMORANDUM

COUNTY EXECUTIVE

BOARD AGENDA ITEM

COUNTY ADMINISTRATOR

TO: Robert D. Jackson  
County Administrator

DEPARTMENT: County Counsel

DIVISION: \_\_\_\_\_

FROM: Jerome M. St. John  
County Counsel

DATE: January 25, 2023

RE: Professional Services Contract with Maritza Rodriguez, Esq.  
Regarding Domestic Violence Custody Hearings

A. INTRODUCTION

The County is in need for the services of outside counsel to provide legal services in connection with Domestic Violence Custody Hearings for the Essex County Correctional Facility.

B. RECOMMENDATION

The law firm of Maritza Rodriguez, Esq. is on the County's approved RFQ outside counsel list and was chosen to represent the County of Essex.

It is recommended that the Board of County Commissioners approve a contract renewal between the County of Essex and the law firm of Maritza Rodriguez, Esq., in the amount of \$17,000.00 for the period from January 1, 2023 through December 31, 2023.

C. REASON FOR RECOMMENDATION

The County is in need of outside counsel because of the conflict of interest that arises from the in-house handling of these matters.

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OFFICE OF ACCOUNTS AND CONTROL  
HALL OF RECORDS, ROOM 542  
NEWARK, NEW JERSEY 07102

**CERTIFICATION OF FUNDS**

Vendor Name Maritza Rodriguez, Esq.  
Account Name Sheriffs Law Enforce. Forfeited TA3101 - LETF  
Account # 03-287-56-280-001-108  
Contract Period (If Applicable) 01/01/2023 12/31/2023  
Purpose of Contract To provide Special Outside Counsel Services on Domestic Violence  
Custody Hearings

17,000.00 Contract Amount

**Funding**

4,250.00 Temporary Budget Amount  
Current Fund Budget Amount  
12,750.00 Contingent Current Year Amount  
Grant Funding  
Capital Funding  
Trust Funding  
Contingent Subsequent Years

I, do hereby certify that the funding is legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that the contracts have been processed in accordance with the applicable provisions of the Optional County Charter Law, the Essex County Administrative Code and the Essex County Standard Operating Policies and Procedures.

CM Date: 1/19/2023  
Cert: 688

  
Ehab Salama  
Chief Financial Officer

## CONTRACT FOR PROFESSIONAL LEGAL SERVICES

This Agreement made the 1<sup>st</sup> day of January, 2023 between the **County of Essex**, a body politic and corporate of the State of New Jersey (hereinafter referred to as "County") and **Maritza Rodriguez, Esq.**, 60 Union Street, #1N, Newark, NJ 07105 (hereinafter referred to as ("Counsel").

WHEREAS, the County is in need of the services of Counsel to provide legal services representing the County at Domestic Violence Custody Hearings in Newark, NJ (hereinafter referred to as the ("Legal Matter")); and

NOW, THEREFORE, it is agreed as follows:

1. **Services.** Counsel shall represent the County at Domestic Violence Custody Hearings.
2. **Term.** The term of this agreement shall be January 1, 2023 through December 31, 2023.
3. **Compensation.** The total contract price for this Agreement, not including reimbursement for expenses, shall not exceed a maximum of **\$17,000.00** without prior approval of the County of Essex Board of County Commissioners. Counsel will cease all activities on the within Legal Matters that have reached their contract limit and will not undertake any further representation without prior written approval of the Board of County Commissioners. County Counsel and the above named Counsel are aware that any work undertaken beyond the contracted amount, without prior approval, will be at Counsel's expense, and the County will not be liable therefor. Unless otherwise provided in this Agreement, billing and payment shall be in accord with standard County procedure. Counsel shall be compensated for legal services per diem at a rate of \$300.00. The County will not be charged for the firm's appearance at the required Essex County Board of County Commissioners' meeting approving their contract.
4. **Billing.** Fees and expenses will be billed monthly. The County shall not be obligated to pay fees and expenses not billed within sixty days of when incurred. The County is aware that pursuant to Court Rule 1:20A-6 it may dispute any of Counsel's invoices and initiate fee arbitration by immediately contacting the local Fee Committee secretary to request the appropriate forms.
5. **Severability of Provisions.** If any provision of this Agreement or the application of any provision to any party or circumstance shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties or to other circumstances.
6. **Titles.** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.
7. **Waiver of breach.** The waiver by the County of any breach of any term or condition of this Agreement shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition of this Agreement.



8. **Choice of Law.** This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of New Jersey. Any action based upon the terms of this Agreement shall be venued within the County of Essex.

9. **Discrimination.** The provisions of N.J.S.A. 10:2-1 through 10:2-4, inclusive, relating to discrimination in employment on public contracts, and the rules and regulations promulgated thereunder, are incorporated into the terms and conditions of Counsel's retention and made a part hereof.

10. **Conflict.** The Supreme Court in In Re Supreme Court Advisory Committee Opinion on Professional Ethics Opinion No. 697, set forth the applicable standard on "conflicts" to which we agree to abide. See 188 N.J. 549 (2006)

11. **Incorporation.** The following documents are attached hereto and made a part hereof:

- Appendix A - Standard Terms and Conditions;
- Appendix B - Statement of Certain Political Contributions;
- Appendix C - Applicant/Proposer's Qualifications and Representations;
- Appendix D - Affirmative Action Requirements; and
- Appendix E - Proof of Business filed with the NJ Division of Taxation.


12. **Agreement.** Counsel's signature on this Agreement, or if work has already begun the Counsel's failure to object to these terms promptly in writing, constitutes acceptance of the foregoing terms and conditions. This Agreement constitutes the entire understanding concerning the County's engagement of Counsel and cannot subsequently be modified except in a writing signed by authorized representatives of each party.

13. **Authorization Required.** Counsel is required to get prior written approval from the Office of County Counsel for all settlements of suit; motions to be filed; and depositions to be taken.

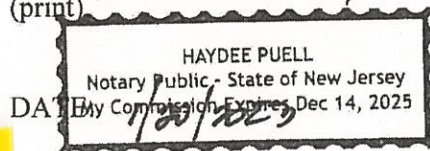
IN WITNESS WHEREOF, the parties have signed and sealed this agreement on the dates set forth below.

WITNESS:

LAW OFFICE OF MARITZA RODRIGUEZ, ESQ.

  
(print)

By:   
MARITZA RODRIGUEZ



DATE: 1/20/2023

**SIGN  
HERE**

ATTEST:

COUNTY OF ESSEX




DEBORAH DAVIS FORD, CLERK  
ESSEX COUNTY BOARD OF  
COUNTY COMMISSIONERS

By:   
JOSEPH N. DIVINCENZO, JR.  
ESSEX COUNTY EXECUTIVE

DATE:

DATE:

APPROVED AS TO FORM

  
JEROME M. ST. JOHN  
ESSEX COUNTY COUNSEL

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## STANDARD TERMS AND CONDITIONS

### 1. Insurance

Counsel shall maintain professional liability insurance of at least \$1,000,000.00 per occurrence.

### 2. Non-Discrimination

The parties to this agreement do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereto, are hereby made a part of this agreement and are binding upon them.

### 3. Affirmative Action

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

Counsel, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The consultant will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action 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. Counsel 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;

Counsel, where applicable, will in all solicitations, or advertisements for employees placed by or on behalf of the Counsel, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

Counsel, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Counsel's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Counsel, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31, et seq. and P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

Counsel agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract and Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

Counsel agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Counsel agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals 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.

Counsel agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal Law and applicable Federal court decisions.

Counsel shall furnish such reports or other documents to the Division of Contract Compliance & EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

4. Effective Date

This agreement shall not be effective and binding upon the parties unless and until it is executed by the Essex County Executive and approved by the Essex County Board of Chosen Freeholders by resolution. Upon such approval, this contract shall be retroactive to the date services are first provided by Counsel.

5. Governing Law

This agreement shall be construed, governed by, and interpreted in accordance with the laws of the State of New Jersey.

6. Representations

Counsel represent that all attorneys who will be providing services hereunder are duly licensed and that there are no disciplinary proceedings against anyone in the firm.

(This statement is part of the proposal packet)

If none, write "none".

**Amount**

N/A

Notary Public State of New Jersey  
My Commission Expires Dec 14, 2025

Proposer:

Maritza Rodríguez

By:

Marisa Rodriguez

**(Signature)**

**Name of Signatory:**

(Print or Type)

## APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS

The Applicant/Proposer makes the following statements and representations as part of the proposal:

1. Applicant/Proposer (firm name or individual): Rodriguez Law Firm LLC
2. Address: 60 Union Street #1N NWK NJ 07105
3. Federal Employer Identification Number: 46-1122021
4. How long have you been in business? 10 years
5. How long at present address? Since October 2021  
previously at 744 Broad St. NWK NJ 07102
6. If incorporated, state date of incorporation and in what state incorporated and designate whether a Not-For-Profit corporation or other classification. (If not a domestic corporation, attach a copy of the Certificate of Authority issued by the Secretary of State of New Jersey pursuant to the General Corporation Law).
7. List below names and addresses of all officers of the Corporation (attach additional sheet(s) if necessary):

<u>Name</u>	<u>Address</u>	<u>Title</u>
<u>N/A</u>		

**APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

- 7a. List below the names and addresses of all members of the Board of Directors.

<u>Name</u>	<u>Address</u>	<u>Title</u>
N/A		

- 7b. Complete the following as to any stockholder holding 10% or more of the issued and outstanding stock. If any stockholder is another corporation, attach a rider giving the answers to questions 1 through 7b with respect to that corporation.

<u>Name</u>	<u>Address</u>	<u># Shares Held</u>	<u>% Shares Issued</u>
N/A			

- 7c. Has any corporation, partnership, association or individual, other than the stockholder(s) herein set forth, any beneficial interest, directly or indirectly in the stock held by said stockholders? \_\_\_\_ Yes X No

If answer is "yes" state the name and address of the corporation, partnership association or individual having such beneficial interest and specify the nature of such interest. If such beneficial interest is held by a corporation, attach rider giving answers as required in questions 1 through 7b with respect to that corporation.



**APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

8. Are you a partnership? NO

If so, list names and addresses of all partner (attach additional sheet(s) if necessary).

9. If you are doing business under a trade name, give state and country in which certificate is filed.

10. Average number of employees: 1

11. Have you ever bid or submitted a proposal on County of Essex business under another name? NO If the answer is yes, list below the name or names.

12. Have you any outstanding bids or proposals for contracts with the County of Essex? NO If the answer is yes, please list them.

Subject

Requesting Agency

**APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

13. Have you any current contract awards from the County? Essex  
If the answer is yes, please list them including the amount of the award.

<u>Subject</u>	<u>Amount</u>	<u>Awarding Agency</u>
Domestic Violence Custody Hearings	\$17,000	County of Essex

14. Describe any other contracts for professional services which you have entered into with the County of Essex within the past three (3) years beginning with the most recent to least recent (include agency or department name, brief description of the department contact person's name and telephone number). Applicant need not provide more than five (5) such descriptions. Attach additional sheet(s) as required.

None

15. Bank references.

16. Statement of financial conditions (please attach most recent audit report or annual financial statement).

## **APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

17. That the Applicant/Proposer and each person signing on behalf of any Applicant/Proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:
- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor;
  - (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Applicant/Proposer and will not knowingly be disclosed by the Applicant/Proposer prior to opening, directly or indirectly, to any other Applicant/Proposer or to any competitor;
  - (c) No attempt has made or will be made by the Applicant/Proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;
  - (d) That no freeholder or other officer or employee or person whose salary is payable in whole or in part from the County Treasury is directly or indirectly interested in the proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits thereof; and
  - (e) That said Applicant/Proposer is not in arrears to the County of Essex upon any debt or contract, and is not a defaulter, as surety or otherwise, upon any obligation to the County of Essex, and has not been declared not responsible, or disqualified, by any agency of the County of Essex or State of New Jersey. Nor is there any proceeding pending relating to the responsibility or qualification of the Applicant/Proposer to receive public contracts except: (if none, Applicant/Proposer will insert "none").
18. That the Applicant/Proposer, if an individual, is of lawful age; that the Applicant/Proposer is the only one interested in this proposal; and that no person, firm or corporation other than that named has any interest in the proposal, or in the contract proposed to be taken.

### **APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

19. That the Applicant/Proposer fully understands and submits its proposal with the specific knowledge that:
  - (a) All proposals must be approved by the County of Essex; and
  - (b) In the event Applicant/Proposer's proposal is accepted and receives all necessary approvals, the proposal will be incorporated into a contract containing provisions provided by the County of Essex, and that the resultant contract must be approved as to form by the County Counsel of the County of Essex, approved by the Board of Chosen Freeholders of the County of Essex.
20. That the Applicant/Proposer certifies that it is duly licensed to do business in the State of New Jersey and agrees to obtain all necessary permits and/or licenses required by law or regulation for the performance of any contract awarded and to obtain necessary insurance coverage as directed by the County of Essex.
21. That the Applicant/Proposer will not alter the personnel assignments shown in the proposal without the written consent of the County.

**APPLICANT/PROPOSER'S QUALIFICATIONS AND REPRESENTATIONS**

The following affidavit must be subscribed and sworn to before a Notary Public or Commissioner of Deeds. (If the applicant is an individual he must be the subscriber; if applicant is a partnership, one of the partners must be the subscriber; if applicant is a corporation, the affidavit must be subscribed by an officer of the corporation who must state what office he holds).

STATE OF NEW JERSEY :

ss:

AFFIDAVIT

COUNTY OF Essex :

The undersigned hereby certifies to the truth and accuracy of all statements, answers and data contained in this proposal and application, and hereby authorizes the County of Essex to make any necessary examination or inquiry in order to make a determination as to his qualifications and responsibility. The undersigned has examined all parts of the Request for Proposal and understands that it is completely discretionary with the County officials whether to accept, reject, or negotiate its proposal submitted pursuant thereto.

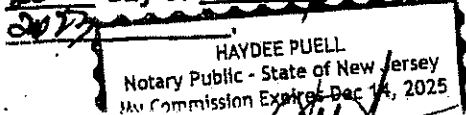
Marife Rodriguez

Signature of Applicant

Owner

Title

Sworn to before me this  
20<sup>th</sup> day of January



(Seal) Notary Public or Commissioner of Deeds

DISCLOSURE STATEMENT

The attention of prospective vendors is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22.1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

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

Please answer the following:

Is the vendor or a member of the vendor's immediate family, or anyone having an interest in the vendor's business organization including their immediate family members, an officer or employee of Essex County?

NO

X

YES

S.

Marita Rodriguez  
\* President, Vice President or Signature of  
Authorized Representative

Print Name

Marita Rodriguez  
Owner  
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of County Counsel, Hall of Records, 465 Dr. Martin Luther King, Jr. Blvd., Room 535, Newark, NJ 07102. (Attach a copy of the correspondence to this form).

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



## AMERICANS WITH DISABILITIES ACT

### EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the County of Essex, (hereafter "Owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §121.01 et seq.); which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

S/ Maritza Rodriguez  
Owner

President, Vice President or Signature of Authorized Representative

MARITZA RODRIGUEZ  
Print Name

Owner  
Title

1/20/23  
Date

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27

**GOODS AND SERVICES CONTRACTS**

**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful respondent's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.

The successful respondent shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

Sample of Certificate




The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her response shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.

COMPANY: Rodriguez Law Firm SIGNATURE: Maritza Rodriguez  
PRINT NAME: Maritza Rodriguez TITLE: owner  
DATE: 1/20/23

 <div> STATE OF NEW JERSEY  BUSINESS REGISTRATION CERTIFICATE </div>	
Taxpayer Name:	RODRIGUEZ LAW FIRM LLC
Trade Name:	
Address:	38 WAKEMAN AVENUE NEWARK, NJ 07104
Certificate Number:	1747340
Effective Date:	October 08, 2012
Date of Issuance:	January 17, 2023
For Office Use Only: 20230117213040656	



01/18/2023

RODRIGUEZ LAW FIRM LLC  
60 UNION ST # 1N  
NEWARK, NJ 07105

Dear TO WHOM IT MAY CONCERN

In response to your request that PNC Bank, National Association provide written verification concerning your Business Checking account(s), we are providing the following information:

<u>Account No.</u>	<u>Routing No.</u>	<u>Date Opened</u>	<u>Balance as of date of this letter</u>
8048588073	031207607	12/21/2012	Is greater than \$4,000.00

This information is subject to any outstanding items or charges.

Sincerely,

PNC Bank, National Association

  
TAALIBA RAHEEM  
BRANCH MANAGER  
973-639-7110

CUSTOMER AUTHORIZATION/ ACKNOWLEDGEMENT

I/we hereby acknowledge that I/we have requested and authorized PNC Bank, National Association to provide this written verification concerning my/our Business Checking account(s).

Dated this 18 day of January, 2023.

Customer Signature: \_\_\_\_\_

Customer Signature: \_\_\_\_\_