

**TOWNSHIP OF BELLEVILLE**  
**PUBLIC NOTICE**  
**SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR**  
**LABOR ATTORNEY**

The Township of Belleville is soliciting a Request for Qualification ("RFQ") to provide

**LABOR ATTORNEY**

For a contract period beginning on January 1, 2020 and ending December 31, 2020.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Belleville, County of Essex, and State of New Jersey on Tuesday, December 10, 2019, no later than 3:00 p.m., in Council Chambers, 152 Washington Avenue, Belleville, New Jersey 07109. All qualifications must be delivered to the Township Clerk's Office, Township of Belleville, and 152 Washington Avenue, Belleville, NJ 07109. YOU ARE REQUIRED TO SUBMIT ONE UNBOUND COPY OF THE QUALIFICATION AND" ONE "(V) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.

All qualifications shall include all of the information requested in the Standardized Submission Requirements and selection criteria. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 ET seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Belleville, Essex County, New Jersey.

**TOWNSHIP OF BELLEVILLE  
LABOR ATTORNEY**

Mandatory responsibilities and requirements of the Township's Labor Attorney shall include, but will not be limited to, the following:

The Labor Attorney shall be an attorney at law of the State of New Jersey for at least live (5) years. The Labor Attorney shall be responsible for all labor and employment matters assigned to the Attorney that arise in the Township. These matters include labor negotiations, fact finding interest arbitration, arbitrations, labor and employment counseling, PERC proceedings, disciplinary hearings and employment litigation." The Labor Attorney must be available for consultation on a daily basis and shall deal directly with the Town Administrator or his/her designee.

**Submission:**

Each qualification must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in # 1 above.
3. Fee schedule.
4. Statement of Availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Copies of other required d disclosure information.

**Selection:**

The Mayor and Council reserve the right to reject any or all qualifications. Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff,
2. General experience of the firm.
3. Experience with communities the size and complexity of Belleville
4. Familiarity with Belleville, Essex County and the State of New Jersey.
5. Fee.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.

**TOWNSHIP OF BELLEVILLE**  
**STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES**  
**INFORMATION FOR PROFESSIONAL SERVICES ENTITIES**

Section 1. RECEIPT AND OPENING OF SUBMISSIONS

A. OWNER AND PROJECT

The Township of Belleville, Essex County, New Jersey (hereinafter called the "Township" invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

B. TIME AND PLACE OF SUBMISSION OPENINGS

Township Clerk and/or his designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation.

C. SUBMISSIONS NOT IN COMPLIANCE

The Township may waive any informality or reject any and/or all submissions, in accordance with the Fair and Open Public Solicitation Process for Professional Service(s) as set forth in N.J.S.A. 19:44A-20.5 et seq.

D. WITHDRAWING SUBMISSIONS

Submissions forwarded to the Township Clerk and/or his/her designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submission may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

Section 2. QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

(RESPONSES MUST INCLUDE THE FOLLOWING INFORMATION)

The standard submission requirements shall include:

J. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.

2. References and record of success of same or similar service.

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details; including the hourly rates of each of the individuals who will perform services and time estimates for each individual, ail expenses and total cost of "not to exceed" amount.

### Section 3. PREPARATION OF SUBMISSIONS

#### A. COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as-supplied in this submission package, and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professionals services entity. All prices and amount must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. Each submission shall be contained in a sealed envelope addressed to the Township of Belleville, Township Clerk's Office, 152 Washington Avenue, Belleville, New Jersey 07109 and shall specify the Title/Professional Service for which the submission is provided. The submission is to be clearly marked "Sealed Submission Enclosed" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement Submissions received after the hour indicated in the Public Notice for Solicitation or in unsealed envelopes shall not be considered.

The Township will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgment Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgment, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualifications of Submission, and (8) Business Entity Disclosure Certificate (9) an Acknowledgment of Corrections, Additions and Deletions Form.

#### B. ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

### Section 4. TIME FOR A WARD OF CONTRACT

The Township shall award the contact or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than sixty (60) days, except that the submissions of any professional services entities who consent thereto may, at the request of the Township, be held for consideration for such longer period as may be agreed.

The award of the Contract for this service will not be made unless the Township Chief Financial Officer has certified die necessary funds in a lawful manner.

Section 5. MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The communication should not reveal the submission price but should provide specific information regarding the addition to or subtraction from or other modification to the original submission so that the Township will not know the final price(s) or term(s) until the sealed submissions are opened.

Section 6. REJECTION OF SUBMISSIONS

A. MULTIPLE SUBMISSIONS NOT ALLOWED

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

B. UNBALANCED SUBMISSIONS

Submissions, which are obviously unbalanced, may be rejected at the option of the Township.

C. RIGHT TO REJECT SUBMISSIONS

The right is reserved to reject any and all submissions in whole or in part if not in compliance with these requirements.

D. METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the Township to award submissions on a "service by service" basis, "per project" basis, in part or in whole as determined by the Township.

E. RIGHT TO WAIVE INFORMALITIES RESERVED

The Township expressly reserves the right to waive any informality in any submission, or to accept the submission, which is the Township's judgment serves its best interests.

Section 7. PROFESSIONAL SERVICES ENTITIY REFERRED TO LAWS

- I. Qualifications will be evaluated by the Township on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
  - a. Qualifications of the individuals who will perform die services/tasks and the amounts of their respective participation.
  - b. Experience and references.
  - c. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
  - d. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.
  - e. Knowledge of the township and the subject matter to be addressed under the contract.
  - f. Other factors if demonstrated to be in die best interest of the Township.

Section 8. MANDATORY FORMS

The following forms shall be submitted with Qualification:

1. Affinitive Action Employee Information Report or Certificate of Employment Information Report.
2. Acknowledgment of Receipt of Addenda (if applicable).
3. Non-Collusion Affidavit.
4. Stockholder Disclosure Certification.
5. Business Entity Disclosure Certification.

\$. Proposal Form.

7. New Jersey Business Registrations Certificate.

8. IRS W-9 Form.

Failure to submit any one of the mandatory items shall be cause for rejection.

Section 9. PAYMENT

Checks are processed by the Township of Belleville's Finance Department approximately on the 30th day of each month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted in advance of these dates.

Section 10. TRANSITIONAL PERIOD

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contracts) can be completely operational. At no time shall this transition period extend more than thirty (30) days beyond the expiration date of the contract.

Section 11. FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION

Under no circumstances, on submission documents requiring authorized signatures, will the Township accept documents provided through facsimile machines.

Section 12. CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 ct seq. and N.J.A.C. 17:27 etseq.

Section 13. GENERAL REQUIREMENTS/INFORMATION

The professional services entity shall guarantee any and all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by Township and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

THE TOWNSHIP RESERVES THE RIGHT TO CANCEL ANY CONTRACT ENTERED INTO UPON THIRTY (30) DAYS NOTICE.

Contract Term: Pursuant to N.J.S.A 40A:11-3(b), ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (l) of section 5 of P.L. 1971, c.198 (K.J.S.A, 40A:U-5) may be awarded for a period not exceeding twelve (12) consecutive months."

Section 14. CONTRACT TERMS AND CONDITIONS

1. The term of this agreement is to commence on the date of award of January 1, 2020 the Contract by the Township Council and ending December 31 2020.
2. Respondent's Qualification shall remain valid for a period of ninety (90) days after submission and will be considered as a binding offer to perform the required services.
3. Respondents shall comply with all Local, State and Federal directives, orders and laws as applicable to this qualification.
4. The successful Respondent shall not assign or transfer this agreement to any other person or company without prior consent and approval in writing from the Township of Belleville.
5. More than one (1) Qualification from the same Firm under the same or different name shall not be considered. A Respondent submitting more than one (1) Qualification will cause the rejection of all the Qualifications of said consultant. If there is a reason for believing that collusion exists amongst bidders, those Qualifications shall be rejected and participants shall not be considered for any future Qualification submissions.
6. All Qualifications and documents submitted to the Township of Belleville in response to this RFQ shall become the property of the Township of Belleville and are subject to the open public records act of the State of New Jersey, after contract is awarded.
7. Be advised that the Township of Belleville may secure background information based upon the references provided in this RFQ.
8. The Township of Belleville shall determine at the time of an award of Contract with "not to exceed" amount of the term of the Contract.

## TOWNSHIP OF BELLEVILLE

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 ET SEQ. AND N.J.A.C. 17:27ET SEQ.

#### GOODS, PROFESSIONAL SERVICES 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 or sex. Except with respect to affectional or sexual orientation, the contractor 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, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; 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 non-discrimination 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 applications will receive consideration for employment without regard to age, race, creed, color national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractors, where applicable, will send to each labor union or representative or 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 contractor's commitments under this act 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 the 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 attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2. or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue to 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.

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

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 at N.J.A.C.

17:27-

## **TOWNSHIP OF BELLEVILLE**

### **AMERICAN WITH DISABILITIES ACT OF 1990. EQUAL OPPORTUNITY FOR INDIVIDUAL WITH DISABILITY**

The Contractor and the Township does hereby agree that the provisions of Title 11 of the American with Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by 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 Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that 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 Township in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Township, 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 Townships grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township 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 Township pursuant to this paragraph.

It is further agreed and understood that the Township 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 the Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

TOWNSHIP OF BELLEVILLE

CHECKLIST

PROFESSIONAL SERVICE TITLE: **Labor Attorney**

SUBMISSION DATE: **December 10, 2019**

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

- |    |                                                                                                                                        |   |
|----|----------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Non-Collusion Affidavit                                                                                                                | X |
| 2. | Disclosure of Ownership Form                                                                                                           | X |
| 3. | Insurance Requirement Acknowledgment Form                                                                                              | X |
| 4. | Mandatory Equal Employment Opportunity<br>Notice Acknowledgment                                                                        | X |
| 5. | Copy of your Business Registration Certificate as issued<br>by the State of New Jersey, Department of Treasury,<br>Division of Revenue | X |
| 6. | Professional Service Entity Information Form                                                                                           | X |
| 7. | Qualifications Submission                                                                                                              | X |
| 8. | Business Entity Disclosure Certificate                                                                                                 | X |
| 9. | Acknowledgment of Corrections, Additions or Deletions Form                                                                             | X |

**Reminder**

**Please Note this Additional Requirement: Professional services entities shall submit one (1) unbound copy and one (1) electronic copy in the form of a CD or Thumb Drive qualification to the Municipal Clerk's Office, 152 Washington Avenue, Belleville, NJ 07109**

**TOWNSHIP OF BELLEVILLE**  
**NON-COLLUSION AFFIDAVIT**

**STATE OF NEW JERSEY**

**COUNTY OF ESSEX**

SS.

I, \_\_\_\_\_ of the \_\_\_\_\_

Of \_\_\_\_\_ in the County of \_\_\_\_\_

And the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full authority to do so; that the Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Township of Belleville relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

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 commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before me

This day of \_\_\_\_\_

\_\_\_\_\_

Notary Public

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_

(Signature of Professional)

**TOWNSHIP OF BELLEVILLE**

DISCLOSURE OF OWNERSHIP FORM

NJ.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership"

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation^ then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form or corporate ownership as listed below.

**COMPLETE ONE OF THE FOLLOWING STATEMENTS:**

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

- II No Stockholder or Partner own 10% or more of the company providing tills submission:

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited, Liability Partnership. \_\_\_\_\_ Subchapter S Corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOWNSHIP OF BELLEVILLE**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with Township Clerk's Office upon award of contract by the Mayor and Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgment of Insurance/Requirement:

\_\_\_\_\_

(Signature)

(Date)

(Printed Name and Title)

\_\_\_\_\_

**TOWNSHIP OF BELLEVILLE**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE (N.J.S.A. 10:5-31 ET SEQ. AND  
N.J.A.C 17:27 ET SEQ.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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

The successful professional service entity shall submit to the Township one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor 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. 17:27-1,1 et seq.;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Township of Belleville to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Township of Belleville during normal business hours.

The undersigned professional service entity 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 et seq. and agrees to furnish the required forms of evidence.

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

COMPANY:

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP OF BELLEVILLE**

**PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:

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

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

Telephone No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If individual has a TRADE NAME, give such trade name:

Trading As: \_\_\_\_\_ Telephone No: \_\_\_\_\_

\*\*\*\*\*

If the Professional Service Entity is a PARTNERSHIP, give the following information:

Name of Partners: \_\_\_\_\_

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

Federal ID. No: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax No: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

If the Professional Service Entity is INCORPORATED, give the following information:

State under whose laws incorporated: \_\_\_\_\_

Location of Principal Office \_\_\_\_\_

Telephone No: \_\_\_\_\_ Federal I.D. No: \_\_\_\_\_

Fax No \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served:

\_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Corporation \_\_\_\_\_

Signature \_\_\_\_\_ By \_\_\_\_\_

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

**TOWNSHIP OF BELLEVILLE**

**SUBMISSION FORM**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications.

See the attached Firm resume for detailed information.

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2. References and record of success of same or similar service:

See the attached Firm resume for our current client list and list of references

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3. Description of ability to provide the services in a time fashion (including staffing, familiarly and location of key staff):

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4. Cost details, including the hourly rates of each of the individuals who will perform Services and all expenses:

A. Hourly Rate:

**The following rates apply for services provided as Labor Attorney: Per Hour**

Attorney's	_____
Partner's	_____
Counsel	_____
Associates	_____
Paralegals	_____

B. Reimbursable costs and expenses:

In addition to legal fees, we charge the following costs and expenses:

Experts\* fees, court costs, accountants\* fees, appraisers' fees, deposition costs. Lawyers Courier Service, Federal Express Overnight Courier Service, photocopying charges (\$.20 per copy), postage, interpreter/translators\* fee (prevailing market rates).

Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**TOWNSHIP OF BELLEVILLE**  
**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR FAIR AND OPEN CONTRACTS**

Part I- Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that it has listed in the table below all reportable contributions as defined under N.J.S.A. 19:44A-3 that were made in the one year period preceding the solicitation notice that were made by the individual, firm, partnership, corporation or association of principals responding to this solicitation to any of the following named elected officials and committees listed.

Elected Officials

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Committees

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Part II -Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, 1 and/or the business entity, will be liable for any penalty permitted under law. Name of Business Entity

Signed: _____	Title: _____
Print Name: _____	Date: _____
Subscribed and sworn before me this ____ day of _____.	
My commission expires: _____	_____
	(Affiant)
	_____
	(Print name & title of affiant)      (Corporate Seal)

**TOWNSHIP OF BELLEVILLE**

**ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_

of the firm \_\_\_\_\_

Hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in the Submission Package.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Type or print name of Affined and Title, under signature)

\_\_\_\_\_

(Date)

END OF SUBMISSION PACKAGE