

BOROUGH OF SOUTH BOUND BROOK

12 Main Street
South Bound Brook, New Jersey 08880
732-356-0258
Fax: 732-563-4431

NOTICE OF REQUEST FOR QUALIFICATIONS

The Borough of South Bound Brook is soliciting qualifications through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq for the calendar year 2018.

Two (2) Copies of the Sealed Request for Qualifications (RFQ) response shall be received by the Qualified Purchasing Agent on Tuesday December 12, 2017 at 10:00 a.m. in the Finance Department, located in the trailer at 12 Main Street, South Bound Brook, N.J., at which time and place responses will be opened for:

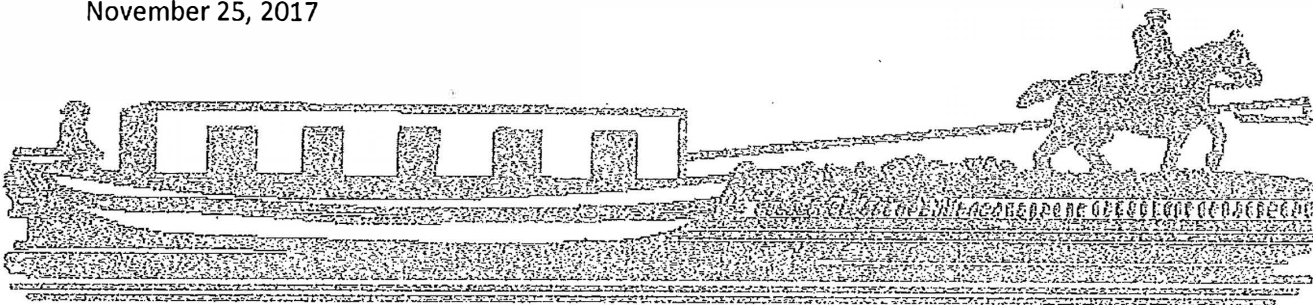
Municipal Attorney
Bond Attorney
Municipal Engineer
Municipal Planner
Planning Board Engineer
Planning Board Attorney
Planning Board Planner
Municipal Auditor
Municipal Prosecutor
Municipal Public Defender
Computer Tech Services
Environmental Attorney
Redevelopment Attorney

The sealed submittal package must be clearly marked with the title of the RFQ being submitted and the name of the responding firm, addressed to the Qualified Purchasing Agent. The original proposal shall be marked to distinguish it from the one (1) copy. Only responses received prior to or on the submission date and time will be considered.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27. At the time of response to the RFP, the Respondent must be registered under the New Jersey Business Registration Act and, if available, submit the Certification with the response to the RFP.

All RFQ responses will be reviewed by an evaluation team. The most advantageous response, based on price and other factors, as determined by a standard evaluation criteria, will be then recommended to the governing body for award of contract.

Nancy Costa, Qualified Purchasing Agent
November 25, 2017



REQUEST FOR QUALIFICATIONS CRITERIA

A. The individual and/or firm shall provide as much information as possible regarding its qualifications, however, at a minimum, the following information must be provided:

1. Years the individual/firm has been in business.
2. Years the individual/firm has provided the service to the Borough of South Bound Brook.
3. Number of employees in the firm.
4. Professional licenses and certifications held by the individual/firm.
5. Educational background of the individual/firm.
6. Number of years experience in the practice of the Municipal specialty.
7. Estimated number of municipal clients served on an Annual basis of the individual/firm.
8. The individual who will be directly responsible for the Performance of work.
9. A statement as to the individual/firm's ability to perform The contract if awarded.
10. Location of individual/firm.
11. Completion of an "Affirmative Action Required Evidence" form or Certification of Exemption Form.
12. Copy of N.J.B.R.C.

B. Each statement of qualification and accompanying data may be reviewed for the following:

1. Years of service to the Borough of South Bound Brook.
2. The Borough of South Bound Brook satisfaction with past services.
3. Ability of appointee to interface with municipal offices and other employees.
4. Ability of appointee to interface with members of the public.
5. A personal interview may be required, but is not necessary.

REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127
(N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent or Borough Clerk:

1. A letter from the U.S. Department of Labor that the contractor has An existing federally-approved or sanctioned Affirmative Action Program.

OR

2. A Certificate of Employee Information Report Approval.

OR

3. An Affirmative Action Employee Information Report (Form A.A. 302)

OR

4. All successful contractors must submit at signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request). **NO FIRM MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127.**

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a photostatic copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a photo static copy of such certificate.

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT HE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 AND AGREES TO FURNISH THE REQUIRED DOCUMENTATION PURSUANT TO THE LAW.

COMPANY

SIGNATURE

TITLE

NOTE: A CONTRACTOR MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, c. 127, WITHIN THE TIME FRAME.

**CERTIFICATION OF EXEMPTION FROM
AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127
(N.J.A.C. 17:27)**

I, _____, hereby certify that I have
Please print name of Contractor.

less than four (4) employees, and I am hereby exempt from
Affirmative

Action Regulations P.L. 1975, c. 127 (N.J.A.C. 17:27).

COMPANY

SIGNATURE

TITLE