

BOROUGH OF BLOOMINGDALE
MUNICIPAL BUILDING
101 Hamburg Turnpike
Bloomingdale, NJ 07403

PLEASE TAKE NOTICE, that the Borough of Bloomingdale has a need to award a contract for the positions of Municipal Auditor, Borough Attorney, Insurance Risk Manager, Borough Engineer and Bond Counsel and, therefore, is requesting proposals for the award of such a contract through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested and may obtain same through the Municipal Clerk of the Borough of Bloomingdale located at the Municipal Building, 101 Hamburg Turnpike, Bloomingdale, NJ or www.bloomingdalenj.net – Announcements.

Please be further advised that three (3) copies all proposals must be submitted to the Municipal Clerk of the Borough of Bloomingdale at Bloomingdale Municipal Building on or before Monday, December 12, 2016, at 4:00 p.m.

Jane McCarthy, RMC
Municipal Clerk

**RFP FOR
MUNICIPAL AUDITOR, BOROUGH
ATTORNEY, INSURANCE RISK MANAGER,
BOROUGH ENGINEER AND BOND COUNSEL
2017**

INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit three (3) copies of all requested documentation. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All submissions shall be hand-delivered, mailed by way of first class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is a resolution appointing a Municipal Auditor, Borough Attorney, Insurance Risk Manager, Borough Engineer and Bond Counsel and a contract awarded by the Municipal Council of the Borough of Bloomingdale.

RESPONSE TO REQUEST FOR PROPOSAL FOR MUNICIPAL AUDITOR, BOROUGH ATTORNEY, INSURANCE RISK MANAGER, BOROUGH ENGINEER AND BOND COUNSEL

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SECTION A

IDENTIFICATION PAGE

NAME OF FIRM: _____

PRIMARY LOCATION OF FIRM: _____

NAME OF PROPOSER: _____

HOME ADDRESS OF PROPOSER: _____

STATES IN WHICH THE PROPOSER HOLDS CURRENT LICENSES:

YEARS OF EXPERIENCE AS A LICENSED PROFESSIONAL: _____

**YEARS OF EXPERIENCE AS A LICENSED PROFESSIONAL PRACTICING IN THE
STATE OF NEW JERSEY:** _____

CURRENT OR PAST EXPERIENCE: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF BLOOMINGDALE

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the <name of entity of elected officials> as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Governor of State of New Jersey	Committee to elect Bloomingdale Republicans
District 39 Legislators for State of New Jersey	Committee to elect Bloomingdale Democrats
Passaic County Clerk	Passaic County Freeholders
Passaic County Sheriff	
Passaic County Surrogate	
Passaic County Registrar of Deeds	

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

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

Name of Business Entity: _____

Signature of Affiant: _____

Title: _____ Printed Name of Affiant

: _____ Date: _____

Subscribed and sworn before me this ___ day of _____, 2__.	_____ (Witnessed or attested by)
My Commission expires:	_____ (Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
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BOROUGH OF BLOOMINGDALE

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. 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.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any 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;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the

purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)