

**RFP - Municipal Auditor, Borough Attorney, Insurance Risk Manager, Bond Counsel,
Borough Engineer**

Release Date: November 4, 2021

**BOROUGH OF BLOOMINGDALE
101 Hamburg Turnpike
Bloomington, 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, Bond Counsel and Borough Engineer; therefore, is requesting proposals for the award of such a contract(s) in accordance with N.J.S.A. 40A:11-5(1)(a)(i).

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 may review the request on the Borough's Webpage: www.bloomingtonnj.net – under the 'Announcements' section.

Please be further advised that two (2) copies all proposals must be submitted to the Municipal Clerk of the Borough of Bloomingdale at Bloomingdale Municipal Building on or before Monday, December 13, 2021, at 4:00 p.m.

Breanna Smith, R.M.C.
Municipal Clerk

**RFP FOR MUNICIPAL AUDITOR,
BOROUGH ATTORNEY, INSURANCE
RISK MANAGER, BOND COUNSEL, &
BOROUGH ENGINEER FOR
2022**

All communications concerning this RFP, or the RFP process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:

Michael Sondermeyer, Borough Administrator
Borough of Bloomingdale
101 Hamburg Turnpike
Bloomingdale, New Jersey 07403
Msondermeyer@bloomingdalenj.net
973-838-0778 Ext 243

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INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit two (2) copies of all requested documentation. All proposals must address all 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, Bond Counsel &/or Borough Engineer and a contract awarded by the Borough Council of the Borough of Bloomingdale.

SECTION A

IDENTIFICATION PAGE

CONTACT INFORMATION

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

NAME & ADDRESS 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: _____

SECTION F

FEES / COMPENSATION PROPOSAL

(Please provide fee schedule)

SECTION G

LEGAL REQUIREMENTS

1. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
2. Provide evidence of insurance coverage showing coverages for the following:
 - Errors and Omissions in an amount of at least \$1,000,000
 - Statutory Workman’s Compensation Insurance
 - General Liability Insurance in an amount of at least \$1,000,000 combined single limit per occurrence.
 - Auto Insurance Liability for bodily injury or property damage in an amount of at least \$500,000 combined single limit.
 - Contractual Hold Harmless Liability coverage for the above
3. Business Registration Certificate.
4. Copies of Professional certificates and licenses.

**P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE**

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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

Counsel 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, Counsel 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; 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 will, in all solicitations or advertisements for employees placed by or on behalf of Counsel, 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 or sex.

Counsel 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 agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

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 Affirmative Action Office 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, affectional or sexual orientation or sex, 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 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.

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, affectional or sexual orientation or sex, 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 Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).