REQUEST FOR PROPOSAL
ACCOUNTANT AND FINANCIAL CONSULTANT SERVICES

The City of East Orange is soliciting qualification from interested persons and/or firms for the provision of services of a Accountant and Financial Consultant, as more particularly described herein for financial records of the City of East Orange for the period of November 1, 2016 through November 30, 2017. Through the Request for Proposals process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFP. The City will review Qualification Statement only from those firms that submit completed packets which include all the information required to be included as described herein (in the sole judgment of the City). The City intends to select person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of East Orange.

Qualifications will be received by the Purchasing Committee in the East Orange City Hall, Council Chamber, on **TUESDAY, SEPTEMBER 27, 2016 11:00 am prevailing time,** at which proposals will be publicly opened and read aloud.

Detailed Request for Proposals are on file at the Division of Procurement, City Hall, 1St floor, between the hours of 9:30 am — 4:00 pm., Monday through Friday or can be downloaded from the City of East Orange's website: **www.eastorange-nj.org** . If picked up on site, there will be a non-refundable cost of $25.00 per RFP packet to cover the cost of printing and administrative expenses. Checks are to be made payable to the CITY OF EAST ORANGE. Proposals must be enclosed in a sealed envelope bearing the **Name of the consultant** and the **Title – ACCOUNTANT AND FINANCIAL CONSULTANT SERVICES** on the outside and addressed to the PURCHASING AGENT, City of East Orange, City Hall, 44 City Hall Plaza, East Orange, NJ 07018.

All Professional Service Contractors are required to comply with the requirements of N.J.S.A. 10:533 et seq. Affirmative Action, P.L. 1975, c. 127, N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contract), N.J.S.A. 52:32-44 (Business Registration of Public Contractors) and N.J.S.A. 52:25-24.2 (Disclosure of Ownership).

Unless otherwise provided, in any supplement to these instructions to consultant, no consultant shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the advertisement or Request for Proposals. For any questions regarding such, please contact William Senande, City Administrator at (973) 266-5310.

Lisa L. Jackson, Q.P.A
Purchasing Agent.
CITY OF EAST ORANGE

CITY OF EAST ORANGE

FAIR & OPEN PUBLIC SOLICITATION PROCESS

PROFESSIONAL SERVICE: ACCOUNTANT AND FINANCIAL CONSULTANTSERVICES

SUBMISSION DATE: TUESDAY, SEPTEMBER 27, 2016 at 11:00 am

PUBLIC NOTICE TO PROFESSIONAL SERVICES ENTITIES

INFORMATION FOR PROFESSIONAL SERVICES ENTITIES

STANDARDIZED SUBMISSION REQUIREMENTS

CHECK LIST

SUBMISSION DOCUMENTS

CITY OF EAST ORANGE

INFORMATION FOR PROFESSIONAL SERVICES ENTITIES
(FAIR & OPEN PUBLIC SOLICITATION PROCESS)

1B.1 RECEIPT AND OPENING OF SUBMISSIONS

1B.1.1 OWNER AND PROJECT

The CITY OF EAST ORANGE, Essex County, New Jersey (hereinafter called the OWNER") invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

1B.1.1a **SCOPE OF SERVICES FOR ACCOUNTANT AND FINANCIAL CONSULTANT**

The City of East Orange seeks Qualifications from Respondents that have expertise in the provision of services of a Accountant and Financial Consulting and. The services requested include, but are not limited to the following:

- Provide accounting, budgetary, financial and tax guidance
- Inspect financial transactions and records to ensure that concerned regulations and accounting procedures are observed;
- Perform tests of internal controls and compliance with statutory requirements;
- Advise on legislative changes which may require record changes during the year;
- Provide a minimum of one bookkeeper/clerical employee on a part-time basis each month and, if necessary, additional staff to reconcile checking accounts and prepare statements, as determined by the City Administrator;
- Reviewing and recording expense invoices, and preparing reports of costs and other financial summaries and statements, maintaining the General Ledger and all books of account, and certifying the availability of funds for disbursement, reconciling checking accounts and preparing checks from those accounts;
- Compiling financial and other statements and reports using basic data;
- Maintaining essential financial records and files in accordance with sound financial recordkeeping practices and as required to comply with grant funding and all state recordkeeping requirements for public agencies; assisting in the preparation of the Annual Budget, as well as assisting the City's retained auditor by providing financial information as necessary;
- Utilizing or learning to utilize various types of electronic and/or manual recording and computerized information systems used by the City and individual departments;
- Any other thing necessary and proper for completion of your duties; and
- Any and all matter as directed by the City Administrator or Chief Finance Officer.

The term of the contract between the City of East Orange and the successful Respondent will be for a period of one (1) year.

1B.1.1b GENERAL CRITERIA

Respondents should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Respondents should also demonstrate experience in supporting municipalities in the budget development process, labor negotiations, and other financially relevant tasks performed by a similar municipality of the size of East Orange. Any experience or knowledge of matters that directly affect the City should be addressed.

1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

City Purchasing Agent will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

1B.1.3 SUBMISSIONS NOT IN COMPLIANCE

The CITY OF EAST ORANGE's Municipal Council may waive any informality or reject any or all submissions, in accordance with the Fair and Open Public Solicitation Process for Professional Service(s).

1B.1.4 WITHDRAWING SUBMISSIONS

Submissions forwarded to the CITY OF EAST ORANGE's Clerk's office 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. Submissions 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.

1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

1B.2.1 INDIVIDUALS PERFORMING TASKS

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

1B.2.2 PAST PERFORMANCE

Documented past performance of same and/or similar service.

1B.2.3 REFERENCES

References and record of success of same or similar service.

1B.2.4 DESCRIPTION OF ABILITIES

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff)

1B.2.5 COST DETAILS

If applicable, cost details including the hourly rates of each of the individuals who will be performing services, and all expenses.

1B.3 PREPARATION OF SUBMISSIONS

General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required *as* described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

1B.3.1 Administrative Information Requirements.

The Respondent shall, *as* part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.

2. An executed Letter of Qualification.

3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFP and the name of the key contact person.

4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.

   (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFP, Principals means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, 'Principals' shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm,

   (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.

   (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

   (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

5. An executed Letter of intent.

6. The number of years your organization has been in business under the present name.

7. The number of years the business organization has been under the current management.

8. Any judgments, claims or suits within the last ten (10) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

10. Confirm appropriate federal and state licenses to perform activities. Submit a copy of the Firm's Business Registration Certificate.

1B.3.1a **Professional Information Requirements.**

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:

    1. Description and scope of work by Respondent
    2. Name, address and contact information of references
    3. Explanation of perceived relevance of the experience to the RFP

b. Describe the services that Respondent would perform directly.

c. Describe those portions of the Respondent's services, if any that are sub contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

d. Does the Respondent normally employ union or non-union employees?

e. Resumes of key employees

f. A narrative statement of the respondent's understanding of the City's needs and goals.

g. List all immediate relatives of Principal(s) of Respondent who are City employees of elected officials of the City. For purposes of the above, 'immediate relative" means a spouse, parent stepparent brother, sister, child, stepchild, direct-line aunt or uncle grandparent, grandchild, and in-laws by reason of relation.

1B.3.1b **MANDATORY MINIMUM REQUIREMENTS**

1. Respondents shall provide
    A. Valid Certified Public Accountants license, and
    B. Valid Registered Municipal Accountants license issued by the appropriate authority of State of New Jersey.
2. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
3. Must assign senior staff members as the regular staff support for the City. Those senior staff members must have at least (10) years of experience in providing audit services as well as the other services requested in this RFP, including any specialized services identified.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

1B.3.1c **COMPLETION OF SUBMISSIONS**

Each submission must be provided on a Standardized Submission Form as supplied in the submission package, and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts 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 sealed envelope addressed to the **PURCHASING AGENT, City of East Orange, City Hall, 44 City Hall Plaza, East Orange, NJ 07019** and said envelope shall **specify the Title for which the submission is provided.** The submission(s) is to be clearly marked **"Sealed Submission Enclosed"** and must be delivered at the place and time specified or mailed so as to be received prior to the pening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered. The CITY OF EAST ORANGE 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 incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualification Submission, and (8) an Acknowledgement of Corrections, Additions or Deletions Form, (9) Business Entity Disclosure Certification, (10) Letter of Intent and (11) Letter of Qualification.

All forms listed above, (# 1 through # 11) shall be completed in their entirety.

1B.3.2 **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.**1B.4** **TIME FOR AWARD OF CONTRACT** The contracting unit shall award the contract 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 contracting unit, be held for consideration for such longer as may be agreed.The award of the Contract for this service will not be made unless the City's Chief Financial Officer has certified the necessary funds in a lawful manner.

1B.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 CITY OF EAST ORANGE, prior to the closing time, must receive such communication.The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the CITY OF EAST ORANGE will not know the final price(s) or term(s) until the sealed submission is opened.

1B.6 **REJECTION OF SUBMISSIONS**

1B.6.1 **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.

1B.6.2 **UNBALANCED SUBMISSIONS** Submissions, which are obviously unbalanced, may be rejected at the option of the CITY OF EAST ORANGE.

1B.6.3 RIGHT TO REJECT SUBMISSIONS

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

1B.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the CITY OF EAST ORANGE to award submission on a " service by service" basis, " per project" basis, in part or in whole as determined by the CITY OF EAST ORANGE.**1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED**

The CITY OF EAST ORANGE expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the CITY OF EAST ORANGE's judgment serves its best interests.

1B.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

1B.8 PAYMENT

Checks are processed by the CITY OF EAST ORANGE's Finance Department bi-monthly with the exception of July and August, which are once per month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted as soon as possible.

1B. 9 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 contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

1B.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION

Under no circumstances, on submission documents requiring authorized signatures, will the CITY OF EAST ORANGE accept documents provided through facsimile machines.

1B.11 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 et seq.** and **N.J.A.C. 17:27 et seq.1B.12 GENERAL REQUIREMENTS/INFORMATION**The professional services entity shall guarantee any or 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 the CITY OF EAST ORANGE 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.CITY OF EAST ORANGE reserves the right to cancel any contract entered into upon thirty (30) days written 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 (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A: 11-5) may be awarded for a period not exceeding twelve (12) consecutive months".

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

(Fair & Open Public Solicitation Process for Professional Services)

The CITY OF EAST ORANGE seeking sealed submissions in response to a Public Notice for the Solicitation of a Professional Service Contracts.

The standardized submission requirements shall include:

1. Name of firm, primary business address and principal contacts of names, titles and staffing plan listing those persons who will be assigned to the account. Relevant resume information and number of years of relevant professional experience for the individuals assigned to the account must be included (i.e. - projects similar to the services contained here, education, degrees and certification).

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, all expenses and total cost of " not to exceed" amount.

The Selection criteria to be used in awarding contracts shall, include:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.

2. Experience and references.

3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.

4. Cost consideration- including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.

Please Note this Additional Requirement:

Professional services entities shall submit **one (1) unbound original, four (4) additional sets and one (1) compact disc (cd)** of their sealed submission on or before **September 27, 2016 — 11:00 a.m.**

CHECKLIST

PROFESSIONAL SERVICE: ACCOUNTANT AND FINANCIAL CONSULTANT SERVICES

SUBMISSION DATE: September 27, 2016 — Tuesday

CITY OF EAST ORANGE

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

Business Entity Disclosure Certification .....

Bidder's Affidavit .....

Non-Collusion Affidavit .....

Disclosure of Ownership Form .....

Insurance Requirement Acknowledgement Form .....

Mandatory Equal Employment Opportunity Notice Acknowledgement ... _____ _____

Copy of your Certificate of Employee Information Report ..... _____ _____

Copy of your Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue ..... _____ _____

_____ _____

Professional Service Entity Information Form .....

_____ _____

Qualification Submission Form .....

_____ _____

Acknowledgement of Corrections, Additions or Deletions Form .....

Statement of Indebtedness Form ..... _____ _____

Agreement for Payment of Commodity/Service Form ..... _____ _____

Letter of Intent ..... _____ _____

Letter of Qualification ..... _____ _____

_____ _____

Reminder:

Please submit one (1) original (unbound), four (4) copies and one (1) compact (CD) set of the sealed submission. _____ _____disk

_____ _____

_____ _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Requires Pursuant to N.J.S.A. 19:44A-20.8
CITY OF EAST ORANGE

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.I.2004, c.19 would bar the award of this contract in the one year period preceding December 20, 2005 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the City of East Orange as defined pursuant to N.J.S.A.19:44A-3( ), (q) and(r).

Mayor Lester E. Taylor,III	
Theodore R. Green	Christopher D. James
Romal D. Bullock	Jacquelyn E. Johnson
Amy Lewis	Tyshammie L. Cooper
Casim L. Gomez	Quilla E. Talmadge
Alicia Holman	Mustafa Al-M. Brent

Part II- Ownership Disclosure Certification

❑ I certify that the list below contains the name and home address 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: _____

Signed: _____ Title: _____

Print Name: _____ Date: _____

Subscribed and sworn before me this day of _____
,2 ____

(Affiant)

My Commission expires: _____

(Print name & title of affiant) (Corporate Seal)

BIDDER'S AFFIDAVIT

STATE OF _____
COUNTY OF _____

_____ being duly sworn, deposes and says that he

resides at _____

_____

and that he is the _____
(Title)

of _____
(Name of Organization)

who signed the above Proposal of Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a 10% or greater interest in compliance with P.L. 1977, Chapter 33, effective as of March 8, 1977.

_____
Affiant

Subscribed and Sworn before me
This day of , 20

_____ (Seal)
(Notary Public)

_____
(Commission expiration date)

NON-COLLUSION AFFIDAVIT
(PRIME BIDDER)

STATE OF NEW JERSEY)
) SS:
COUNTY OF)

I, _____ of the City/Township of _____

in the County of _____ and the State of _____

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

I am, _____ (Title)
(a partner, or officer of the firm of, etc.)

of the firm of _____

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the CITY OF EAST ORANGE, NJ relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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 a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.
(Name of Contractor)

_____
(Also type or print name of affiant under signature)

Subscribed and sworn to

_____
Signature of:

before me this _____ day

Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

of _____ 20____

_____
Notary Public of: _____
My commission expires: _____
(11/99)

OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with RFP Submission

Name of Business _____

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

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that there are no stockholders

Check the box that represents the type of business organization:

☐Partnership
☐Limited Partnership
☐Subchapter S Corporation
☐Corporation
☐Limited Liability Corporation
☐ Other (describe)_____
☐Sole Proprietorship
☐Limited Liability Partnership

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Subscribed and sworn before me this ___ day of _____, 2__.

(Notary Public)

My Commission expires:

_____
(Affiant)

_____
(Print name & title of affiant)

(Corporate Seal)

CITY OF EAST ORANGE

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

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

The minimum amount of insurance to be carried by the selected 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.

*Vendor / Firm shall not commence operations until Township has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.

Acknowledgement of Insurance Requirement:

_____ _____

(Signature) **(Date)**

_____

(Printed Name and Title)

CITY OF EAST ORANGE

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 Address: _____
If individual has a TRADE NAME, give such tradename:
Trading As: _____ Telephone: _____

If the professional service Entity is a *PARTNERSHIP*, sign name and give the following information:
Name of Partners: _____
Firm Name: _____
Address: _____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____ E-Mail Address: _____
Social Security No.: _____
Signature of authorized Agent: _____

If the professional service Entity is an *INCORPORATED*, sign name and give the following information:
State under whose laws incorporated: _____
Location of principal office: _____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____ E-Mail Address: _____
Name of agent in charge of said office upon whom notice may be legally served.

Telephone No.: _____ Name of Corporation: _____
Signature: _____ By: _____

QUALIFICATION AFFIDAVIT

The CITY OF EAST ORANGE reserves the right to reject the bid of any bidder who has previously failed to perform properly or to complete on time, contracts of a similar nature; who is not qualified to perform the contract; or who has repeatedly or without good cause failed to pay bills or otherwise failed to perform its obligations to subcontractors, materialmen, employees of this or any other government body or agency in similar contracts. In determining the lowest responsible bidder and its qualifications, the following elements, in addition to those above mentioned, will be considered; Whether the bidder (1) maintains a permanent place of business; (2) has adequate plant and equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; (4) has appropriate technical experience.

Each bidder must supply the following certified statement. Failure to do so shall be deemed a material defect in the bid, resulting in rejection of the bid:

State of New Jersey)
County of _____) SS:

I am the (President, Partner, Owner) of_____
_____, the bidder herein.

I know that the bidder, _____,
has not previously failed to perform properly, or complete on time, contracts of a nature similar to that bid upon; is qualified to perform the contract; has not repeatedly or without just cause failed to pay bills or otherwise failed to perform its obligations to sub-contractors, materialmen, employees, of this or any other government or agency in similar contracts.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____
Company Name

Subscribed and Sworn to
Before me this _____ day
Of _____ 2000.

_____
Sign Name

_____
Print Name

_____
Notary Public of: _____
My commission expires: _____

_____
Print/Type Title

11/99

CITY OF EAST ORANGE
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, degrees and certifications:

2. References and record success of same 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 all expenses:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

CITY OF EAST ORANGE

ACKNOWLEDGEMENT 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 this Submission

Package.

_____ (Signature)

_____ (Type or Print of affiant and Title, under Signature)

_____ (Date)

STATEMENT OF INDEBTEDNESS

Bidders shall provide as part of their bid a statement under oath that (a) they are not indebted to the CITY OF EAST ORANGE, (b) are not in breach of any contract previously awarded by the Township and (c) are

not a party to any pending action either at law or equity in which they are assessing an affirmative claim for damages or other relief against the CITY OF EAST ORANGE. Failure to provide the required statement shall disqualify the bidder.

_____

(Name of Contractor)

_____

(Type or print name of affiant under signature)

Subscribe and sworn to

Before me this _____ day

Of _____ 20____

_____

Notary Public of _____

My Commission Expires _____

CITY OF EAST ORANGE

EAST ORANGE, NEW JERSEY

AGREEMENT FOR PAYMENT OF COMMODITY

The contractor or vendor realizes that as a Municipality, payment cannot be made on a bill presented basis.

Therefore, the contractor or vendor, hereby agrees to accept payment within a reasonable time after presentation of invoice and properly executed documentation as well as signed vouchers pertaining to same.

Payment in the normal circumstance should not exceed 60 days.

_____
Name of Official for Company

_____
Name of Company or Business

_____
Address

Date: _____

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.
Purchasing Agent
City of East Orange
44 City Hall Plaza
East Orange, NJ. 07019

Dear Ms. Jackson:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Proposal (RFP) issued by the City of East Orange ("City'), dated November ____, 2014, in connection with the City's need for services of Financial Consulting and Bookkeeping Services.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of _(Name of Respondent)_.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Firm: _____

Dated: _____

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.
Purchasing Agent
City of East Orange
44 City Hall Plaza
East Orange, NJ. 07019

Dear Ms. Jackson:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposal (RFP), issued by the City of East Orange ('City"), dated November ____, 2014 in connection with the City's need for services of Financial Consulting and Bookkeeping Services.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. _(Name of Respondent)_ agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.

3. _(Name of Respondent)_ acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.

4. _(Name of Respondent)_ hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.

5. _(Name of Respondent)_ declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. _(Name of Respondent)_ acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. _(Name of Respondent)_ acknowledges that any contract executed with respect to the provision of [insert services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Firm: _____

Dated: _____